

PORT JEFFERSON FREE LIBRARY BOARD OF TRUSTEE MEETING MINUTES

Meeting Date: February 26, 2024

Meeting Time: 5:00 p.m.

Present:	John Grossman, President	Kristen Reilly, Trustee
	Christian Neubert, Vice President	Nancy Loddigs, Trustee
	Joseph Orofino, Financial Officer	Jenny Bloom, Director
	Nicole Connelly, Secretary	Jennifer DeLeo, Business Manager
	Karyn Jensen, Trustee	Lisa McDonnell, Asst to the Business Manager

I. CALL TO ORDER, *introductory remarks*

J. Grossman called the meeting to order at 5:03 p.m.

- A. Comments from the Board-None
- B. Comments from the Public-None

II. APPROVAL OF AGENDA/MINUTES

MOTION to approve the agenda for the February 26, 2024 Board of Trustee Meeting. (Jensen;Orofino) unanimously approved

MOTION to accept the minutes of the January 22, 2024 Board of Trustee Meeting. (Jensen;Reilly) unanimously approved

III. FINANCIAL REPORTS

- A. Business Manager's Report to the Treasurer
- B. Comparative Statements of Expenses and Revenue for the Month Ending January 31, 2024
- C. Reporting Payrolls and Warrants
 1. FAO Warrants of January 5, 2024 (\$10,825.19), and January 19, 2024 (\$73,159.07).
 2. Payroll Warrants of January 5, 2024 (\$70,296.82), and January 19, 2024 (\$51,103.90).
 3. Capital Warrant of February 26, 2024 (\$1,500.00).
 4. Warrant of February 26, 2024 (\$166,604.43).

MOTION to accept all Financial Warrants as presented. (Connelly; Orofino) unanimously approved

MOTION to transfer \$2,000,000 out of the BOA Operating Savings and into the BOA Budget Reserve Savings Account. (Orofino; Jensen) unanimously approved

IV. LIBRARY REPORTS

A. Director

- A motion to accept the Annual State Report needs to be made.
- We will need to make 2 personnel motions.
- The benches for the green space have been installed.
- Thank you to Valerie Schwarz for her support during onboarding process.

B. Personnel

MOTION to accept the resignation of full time Library Clerk Ashley Bonura as of February 15, 2024. (Kristen; Jensen) unanimously approved

MOTION to hire Emma Gutmann as full time Library Clerk as of March 09, 2024 at her existing rate of pay. (Orofino; Jensen) unanimously approved

V. UNFINISHED BUSINESS

A. 205 E Main Street.

Met with general contractor on February 23, 2024 for an initial walkthrough.

B. Green Space

Project continues to progress, set to be ready May 31, 2024 (June 7, 2024 rain date).

C. MOTION to approve payment in the amount of \$10,000 to Valerie Schwarz for Administrative consulting services from January 15, 2024 to February 15, 2024. (Orofino; Jensen) unanimously approved

VI. NEW BUSINESS

A. Annual Report

MOTION to approve the Port Jefferson Annual Report for Public and Association Libraries-2023 Pending SCLS approval. (Jensen; Connelly) unanimously approved

B. Discussed the Plaque for the Green Space dedication.

C. SCLS Invoice

MOTION to approve the invoice from SCLS in the amount of \$96,381 for 2024 Overdrive service. (Orofino; Jensen) unanimously approved

D. Library Attorney Contract Renewals

MOTION to renew the 2024 retainer contracts with Kevin Seaman as General Counsel and Labor Counsel for an annual retainer of \$8,500. (Orofino; Connelly) unanimously approved

Oath of Office

Annual Oath of Office for the Board of Trustees was administered by the Director Jenny Bloom.

MOTION to move the meeting into Executive Session to discuss finishing details for Park at 114 at 5:27 p.m. (Jensen; Connelly) unanimously approved

MOTION to resume the regular board meeting at 5:40 p.m. (Jensen; Connelly) unanimously approved

VII. CORRESPONDENCE AND COMMUNICATION

None

VIII. COMMENTS FROM THE PUBLIC

None present.

IX. ADJOURNMENT

MOTION to adjourn the meeting at 5:44 p.m. (Connelly; Jensen) unanimously approved

Respectfully submitted,

Nicole Connelly,
Secretary, Board of Trustees

Recorded by Lisa McDonnell