**Port Jefferson Free Library**

**Board of Trustee Meeting Minutes**

Meeting Date: March 25, 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

1. **Call to Order, *introductory remarks***

 J. Grossman called the meeting to order at 5:00 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 March 25, 2024 Board of Trustee Meeting. (Orofino;Jensen) unanimously approved

**MOTION** to accept the minutes of the February 26, 2024 Board of Trustee Meeting. (Jensen; Orofino) unanimously approved

**III. Financial Reports**

 **A**. Business Manager's Report to the Treasurer

 **B**. Comparative Statements of Expenses and Revenue for the Month Ending February 29, 2024

 **C.** Reporting Payrolls and Warrants

 1. FAO Warrants of February 2, 2024 ($5,803.39), and February 16, 2024 ($68,526.05).

 2. Payroll Warrants of February 2, 2024 ($52,268.09), and February 16, 2024 ($52,598.31).

 3. Capital Warrant of March 11, 2024 ($5,571.15).

 4. Warrant of March 25, 2024 ($68,135.39).

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

**MOTION** toopen a new bank account with Bank of America effective immediately. (Orofino;Jensen) unanimously approved

**MOTION** to transfer $2,008,750 from the Dime Savings Account into the Bank of America Primary Reserve Savings Account. (Connelly; Jensen) unanimously approved

**MOTION** to close the Dime Bank Operating Checking and Operating Savings Accounts and move all remaining funds to Bank of America effective immediately. (Reilly; Connelly) unanimously approved

**IV. Library Reports**

1. **Director**
* Budget newsletter was printed and mailed.
* We will need to make 1 personnel motion.
* We need to discuss the policy for the Park at 114.
* We need to discuss the grand opening of the Park at 114.
* We need to discuss the car port installation.
1. **Personnel**

**MOTION** to Kai Kubik as Part time Library Clerk at $20.73 per/hr. effective immediately. (Connelly; Reilly) unanimously approved

**V. Unfinished Business**

1. **Park at 114 Grand Opening**

Opening day itinerary discussed for grand opening May 31, 2024 (June 7, 2024 rain date).

1. **Car Port**

It was decided that the car port will be installed.

**VI. New Business**

1. **Park at 114 Policy**

Policy was reviewed and discussed, the Board will vote to adopt at the next meeting.

**VII. Correspondence and Communication**

 None

**VIII. Comments from the public**

 None present.

**IX. Adjournment**

 **MOTION** to adjourn the meeting at 5:49 p.m. (Jensen; Orofino) unanimously approved

 Respectfully submitted,

Nicole Connelly,

 Secretary, Board of Trustees

*Recorded by Lisa McDonnell*

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