

1 **PORT JEFFERSON FREE LIBRARY**
2 **BOARD OF TRUSTEE MEETING MINUTES**
3

4 Meeting Date: April 29, 2024

5 Meeting Time: 5:00 p.m.

6 Present: John Grossman, President Kristen Reilly, Trustee
7 Joseph Orofino, Financial Officer Nancy Loddigs, Trustee
8 Nicole Connelly, Secretary Jenny Bloom, Director
9 Karyn Jensen, Trustee Jennifer DeLeo, Business Manager
10 Lisa McDonnell, Asst to the Business Manager
11 Absent: Christian Neubert, Vice President
12

13 **I. CALL TO ORDER, *introductory remarks***

14 J. Grossman called the meeting to order at 5:02 p.m.

15 A. Comments from the Board-None

16 B. Comments from the Public-None

17 C. Guest Speaker Port Jefferson School District Superintendent, Jessica Schmettan, and Deputy
18 Superintendent, Sean Leister, presented the school districts 2024-2025 budget
19 proposal.
20

21 **II. APPROVAL OF AGENDA/MINUTES**

22 **MOTION** to approve the agenda for the April 29, 2024 Board of Trustee Meeting. (Orofino; Reilly)
23 unanimously approved

24 **MOTION** to accept the minutes of the March 25, 2024 Board of Trustee Meeting and Budget Informational
25 Meeting. (Connelly; Jensen) unanimously approved
26

27 **III. FINANCIAL REPORTS**

28 A. Business Manager's Report to the Treasurer

29 B. Comparative Statements of Expenses and Revenue for the Month Ending March 31, 2024

30 C. Reporting Payrolls and Warrants

31 1. FAO Warrants of March 1, 2024 (\$7,490.83), March 15, 2024 (\$71,946.09) and March 29, 2024
32 (\$8,000.80).

33 2. Payroll Warrants of March 1, 2024 (\$55,524.42), March 15, 2024 (\$54,036.37) and March 29, 2024
34 (\$54,498.07).

35 3. Capital Warrants of April 12, 2024 (\$4,959.14) and April 29, 2024 (\$170.00).

36 4. Warrant of April 29, 2024 (\$53,651.69).
37

38 **MOTION** to accept all Financial Warrants as presented. (Connelly; Orofino) unanimously approved
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40 **IV. LIBRARY REPORTS**

41 **A. Director**

- 42 • The Budget passed 103 to 8.
- 43 • New passport meeting space is up and running.
- 44 • We have 3 quotes to fix the Atrium leak.
- 45 • Work on the Cottage has begun.
- 46 • BBS is working on our Shade Sail.

47
48 **B. Personnel**

49 **MOTION** to continue to pay Khan DeRenzo a \$500 monthly stipend for Teen Center technology duties
50 for an additional 3 months beginning in May 2024. (Connelly; Orofino) unanimously approved

51 **MOTION** to accept the resignation of part-time Librarian, Mary LaSita as of June 4, 2024. (Orofino;
52 Connelly) unanimously approved

53 **MOTION** to hire Katherine Kimes as part-time Library Aide, at \$16.67/hr., effective immediately.
54 (Reilly; Connelly) unanimously approved

55
56 **V. UNFINISHED BUSINESS**

57 **A. Park at 114**

58 **MOTION** to adopt the Policy for the Park at 114. (Reilly; Orofino) unanimously approved

59
60 **VI. NEW BUSINESS**

61 **A. Library Audit Proposal**

62 **MOTION** to accept the 2024 Library Audit Proposal from Baldessari & Coster LLP at a cost not to
63 exceed \$13,100. (Orofino; Connelly) unanimously approved

64 **B. 205 E Main**

65 **MOTION** to approve the change order from Belfor Property Restorations in the amount of \$27,170 for
66 the Roof East Wall Repair. (Loddigs; Connelly) unanimously approved

67 **MOTION** to approve the change order from Belfor Property Restorations in the amount of \$2,220 for
68 the Bottle Filling Station. (Orofino; Reilly) unanimously approved

69
70
71 **VII. CORRESPONDENCE AND COMMUNICATION**

72 None

73
74 **VIII. COMMENTS FROM THE PUBLIC**

75 None present.

76
77 **IX. ADJOURNMENT**

78 **MOTION** to adjourn the meeting at 6:37 p.m. (Orofino; Connelly) unanimously approved

79
80 Respectfully submitted,

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82
83
84 Nicole Connelly,
85 Secretary, Board of Trustees

86
87 *Recorded by Lisa McDonnell*