

# PORT JEFFERSON FREE LIBRARY BOARD OF TRUSTEE MEETING MINUTES

Meeting Date: April 29, 2024

Meeting Time: 5:00 p.m.

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

Absent: Christian Neubert, Vice President

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

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

A. Comments from the Board-None

B. Comments from the Public-None

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

## II. APPROVAL OF AGENDA/MINUTES

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

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

## III. FINANCIAL REPORTS

A. Business Manager's Report to the Treasurer

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

C. Reporting Payrolls and Warrants

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

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

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

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

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

## IV. LIBRARY REPORTS

### A. Director

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

**B. Personnel**

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

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

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

**V. UNFINISHED BUSINESS**

**A. Park at 114**

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

**VI. NEW BUSINESS**

**A. Library Audit Proposal**

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

**B. 205 E Main**

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

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

**VII. CORRESPONDENCE AND COMMUNICATION**

None

**VIII. COMMENTS FROM THE PUBLIC**

None present.

**IX. ADJOURNMENT**

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

Respectfully submitted,

Nicole Connelly,  
Secretary, Board of Trustees

*Recorded by Lisa McDonnell*