**Port Jefferson Free Library**

**Board of Trustee Meeting Minutes**

Meeting Date: May 23, 2024

Meeting Time: 6:00 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

Absent: Karyn Jensen, Trustee

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

 J. Grossman called the Meeting to order at 6:02 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 May 20, 2024 Board of Trustee Meeting. (Connelly; Neubert) unanimously approved

**MOTION** to approve the agenda for the May 23, 2024 Board of Trustee Meeting. (Connelly; Neubert) unanimously approved

**MOTION** to accept the minutes of the April 29, 2024 Board of Trustee Meeting. (Connelly; Reilly) unanimously approved

**III. Financial Reports**

 **A. Reporting Payrolls and Warrants**

 1. FAO Warrants of April 12, 2024($72,104.26), and April 26, 2024 ($12,840.34).

 2. Payroll Warrants of April 12, 2024($53,169.48, and April 26, 2024($52,987.36).

 3. Capital Warrant of May 20,2024($6,253.91).

 4. Warrant of May 20, 2024($69,967.43).

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

 **MOTION** to transfer $350,000 out of the BOA Budget Reserve Savings Account and into the BOA

 Operating Checking Account. (Loddigs; Neubert) unanimously approved

 **MOTION** to transfer $125,000.00 out of the BOA Budget Reserve Savings Account and into the BOA

 Capital Fund Checking Account. (Neubert; Connelly) unanimously approved

**IV. New Business**

1. **SCLS**

**MOTION** to approve the invoice from SCLS in the amount of $33,707 for 2024 membership. (Neubert; Connelly) unanimously approved

1. **Atrium**

**MOTION** to approve quote from Restor Technologies Inc in the amount of $10,810 for repairs to our Atrium. (Connelly; Neubert) unanimously approved

1. **205 E Main**

**MOTION** to approve the invoice from BBS Architect in the amount of $170,924.48 for total work completed to date. (Loddigs; Orofino) unanimously approved

**MOTION** to approve the invoice from BBS Architect in the amount of $27,170.00 for lower roof and south side wall repair. (Orofino; Connelly) unanimously approved

**MOTION** to approve the Belfor proposal in the amount of $121,760. (Orofino; Connelly) unanimously approved

 D**. Personnel**

 **MOTION** to approve the hire of, Rocco Carpinelli, Caiden Hassell, Joshua Garcia, Finn Padilla,

 Matthew Wengatz, Matthew Cadicamo and Yosef Mimarbasi as seasonal Summer Reading

 Pages at $16.00 per hour, effective immediately. (Reilly; Connelly) unanimously approved

 **MOTION** tohire Lucy DeWitt as part-time Library Aide, at $16.67/hr., effective immediately. (Reilly;

 Loddigs) unanimously approved

  **MOTION** to hire Tiffany Ola as part-time Librarian, at $36.92/hr., effective immediately. (Orofino;

 Connelly) unanimously approved

 **MOTION** to appoint part-time Library Aide Kerry Crovello to full-time Library Aide at the same rate

 effective immediately. (Connelly; Orofino) unanimously approved

 **MOTION** to accept the resignation of part-time Security Guard Jason White as of May 11,2024.

 (Reilly; Connelly) unanimously approved

 **MOTION** to accept the resignation of part-time Librarian, Amanda Costello as of May 29, 2024.

 (Orofino; Connelly) unanimously approved

 **MOTION** to accept the resignation of part-time Library Aide, Joyce Sheehan as of June 26, 2024.

 (Loddigs; Reilly) unanimously approved

 **MOTION** to accept the termination of part-time Custodian Zachary Stewart as of May 13, 2024.

 (Connelly; Orofino) unanimously approved

**V. Comments from the public**

None

**VI. Adjournment**

 **MOTION** to adjourn the meeting at 6:09 p.m. (Orofino; Connelly) unanimously approved

Respectfully submitted,

Nicole Connelly,

 Secretary, Board of Trustees

*Recorded by Jennifer DeLeo*