

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

4 Meeting Date: September 23, 2024

5 Meeting Time: 5:00 p.m.

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

11
12 Absent: Nicole Connelly, Secretary
13

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

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

16 **A. Comments from the Board.** None

17 **B. Comments from the Public.** None
18

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

20 **MOTION** to approve the agenda for the September 23, 2024 Board of Trustee Meeting. (Loddigs; Jensen)
21 unanimously approved

22 **MOTION** to accept the minutes of the August 26, 2024 Board of Trustee Meeting. (Loddigs; Jensen)
23 unanimously approved
24

25 **III. FINANCIAL REPORTS**

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

27 **B. Comparative Statements of Expenses and Revenue for the Month Ending August 31, 2024**

28 **C. Reporting Payrolls and Warrants**

29 1. FAO Warrants of August 2, 2024 (\$2,643.08), August 16, 2024 (\$71,635.34) & August 30,2024
30 (\$9,297.87).

31 2. Payroll Warrants of August 2, 2024 (\$58,548.40), August 16, 2024 (\$58,137.69) and August 30,2024
32 (\$54,834.89).

33 3. Capital Warrants of August 2, 2024 (\$305,557.97), August 16, 2024 (\$74.49), August 30,2024
34 (\$30,950.00) and September 23, 2024 (\$118,251.25).

35 4. Warrant of September 23, 2024 (\$61,618.07).
36

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

38 **MOTION** to transfer \$100,000.00 out of the BOA Primary Reserve Savings Account and into the BOA
39 Capital Fund Checking Account. (Neubert; Jensen) unanimously approved
40

41 **IV. LIBRARY REPORTS**

42 **A. Director**

- 43 • SCLS will be holding a Trustee training at the library on October 28,2024.
- 44 • Motions need to be approved for two new policies.
- 45 • New website homepage is almost ready.
- 46 • New Friends Bookshop construction is in process and will open soon.

- Motion for a new server needs to be approved.
- 205 E Main expected to be complete in November or December.

V. UNFINISHED BUSINESS

A. New Library Policies

MOTION to approve the Workplace Protection for Pregnant and Nursing Employees Policy. (Jensen; Neubert) unanimously approved

MOTION to approve the Library Exhibit & Display Policy. (Reilly; Orofino) unanimously approved

VI. NEW BUSINESS

A. SCLS

MOTION to approve payment to SCLS in the amount of \$17,930 for Suffolk E Resources renewal. (Orofino; Jensen) unanimously approved

B. Payroll Service Provider

MOTION to switch payroll service provider from Paychex to Accudata, effective immediately. (Reilly; Neubert) unanimously approved

C. Dell

MOTION to approve quote from Dell in the amount of \$7,601.63 for a new server. (Neubert; Orofino) unanimously approved

VII. CORRESPONDENCE AND COMMUNICATION

None

VIII. COMMENTS FROM THE PUBLIC

None Present

IX. ADJOURNMENT

MOTION to adjourn the meeting at 5:38p.m. (Jensen; Neubert) unanimously approved

Respectfully submitted,

Nicole Connelly,
Secretary, Board of Trustees

Recorded by Lisa McDonnell