

# PORT JEFFERSON FREE LIBRARY BOARD OF TRUSTEE MEETING MINUTES

Meeting Date: September 23, 2024

Meeting Time: 5:00 p.m.

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

Absent: Nicole Connelly, Secretary

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

J. Orofino called the meeting to order at 5:02 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 September 23, 2024 Board of Trustee Meeting. (Loddigs; Jensen) unanimously approved

**MOTION** to accept the minutes of the August 26, 2024 Board of Trustee Meeting. (Loddigs; 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 August 31, 2024**

**C. Reporting Payrolls and Warrants**

1. FAO Warrants of August 2, 2024 (\$2,643.08), August 16, 2024 (\$71,635.34) & August 30,2024 (\$9,297.87).
2. Payroll Warrants of August 2, 2024 (\$58,548.40), August 16, 2024 (\$58,137.69) and August 30,2024 (\$54,834.89).
3. Capital Warrants of August 2, 2024 (\$305,557.97), August 16, 2024 (\$74.49), August 30,2024 (\$30,950.00) and September 23, 2024 (\$118,251.25).
4. Warrant of September 23, 2024 (\$61,618.07).

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

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

## IV. LIBRARY REPORTS

**A. Director**

- SCLS will be holding a Trustee training at the library on October 28,2024.
- Motions need to be approved for two new policies.
- New website will be live soon.
- 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.

**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*