**Port Jefferson Free Library**

**Board of Trustee Meeting Minutes**

Meeting Date: November 18, 2024

Meeting Time: 5:00 p.m.

Present: John Grossman, President Kristen Reilly, Trustee

 Christian Neubert, Vice President Jenny Bloom, Director

 Joseph Orofino, Financial Officer Jennifer DeLeo, Business Manager

 Nicole Connelly, Secretary Lisa McDonnell, Asst to the Business Manager

 Karyn Jensen, Trustee

Absent: Nancy Loddigs, Trustee

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

 J. Grossman called the meeting to order at 5:04 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 November 18, 2024 Board of Trustee Meeting. (Connelly; Orofino)

 unanimously approved

**MOTION** to accept the minutes of the October 28, 2024 Board of Trustee Meeting. (Orofino; 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 October 31, 2024**

 **C. Reporting Payrolls and Warrants**

 1. FAO Warrants of October 11, 2024 ($61,976.28), and October 25,2024 ($13,926.97).

 2. Payroll Warrants of October 11, 2024 ($58,543.81), and October 25,2024 ($58,557.21).

 3. Capital Warrants of October 31, 2024 ($79,386.00), and November 18, 2024 ($148,610.18).

 4. Warrant of November 18, 2024 ($339,395.28).

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

 **MOTION** to transfer $175,000.00 out of the BOA Primary Reserve Savings Account and into the BOA

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

**IV. Library Reports**

1. **Director**
* We received three applications for the three open board positions. Meet the candidate is December 16,2024.
* The new Friends’ bookstore is getting positive feedback and the Friends’ have given the Library the funds they committed towards its build-out.
* RPZ application has been approved for 205 E Main St.
* The interior at 205 E Main is in the process of being completed and we expect shelving and furniture to be delivered in December and installation of computer and phones will follow.
* Requesting motions to pay for work complete to date for 205 E Main.
* Grand opening for 205 E Main was discussed.
* A candidate for the part-time Library Aide position has been selected.
* Patron complaint was discussed.

 **B.** **Personnel**

**MOTION** to hire Summer Vion as part-time Library Aide at $17.01/hr., effective immediately.

 (Connelly; Reilly) unanimously approved

**V. Unfinished Business-** None

**VI. New Business**

1. **SCLS**

**MOTION** to cast five votes in favor of the SCLS Fiscal Year 2025 Operating Budget as presented.

 (Orofino; Jensen) unanimously approved

1. **205 E. Main**

**MOTION** to approve payment to Belfor in the amount of $140,710.91 for work completed at 205 E Main Street. (Jensen; Orofino) unanimously approved

 **MOTION** to approve payment to VP Plumbing & Heating in the amount of $7,875.00 for boiler

installation at 205 E. Main Street. (Orofino; Connelly) unanimously

 approved

1. **NYSLRS**

**MOTION** to approve the annual payment in the amount of $286,443.00 to New York State & Local

 Retirement System. (Reilly; Connelly) unanimously approved

1. **EBSCO**

**MOTION** to approve payment to EBSCO Information Service in the amount of $10,048.17 for subscriptions renewal. (Orofino; Connelly) unanimously approved

1. **Fidelity**

**MOTION** to purchase a 6-month Treasury Bill at $1,500,000.00 through Fidelity. (Orofino; Jensen) unanimously approved

1. **Trustee Meeting Calendar**

**MOTION** to amend the budget vote date from April 1 to April 8 on the 2025 Board of Trustees calendar. (Reilly; Jensen) unanimously approved

**VII. Correspondence and Communication**

None

**VIII. Comments from the public**

None Present

**IX Comments from the board**

John Grossman thanked the Board members for their dedication and commitment to the Port Jefferson Library community.

**X. Adjournment**

 **MOTION** to adjourn the meeting at 5:40p.m. (Neubert; Jensen) unanimously approved

 Respectfully submitted,

 Nicole Connelly,

 Secretary, Board of Trustees

*Recorded by Lisa McDonnell*

*Approved 2024-12-16*