

PORT JEFFERSON FREE LIBRARY BOARD OF TRUSTEE MEETING MINUTES

Meeting Date: November 18, 2024

Meeting Time: 5:00 p.m.

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

Absent: Nancy Loddigs, Trustee

I. 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

A. 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

A. SCLS

MOTION to cast five votes in favor of the SCLS Fiscal Year 2025 Operating Budget as presented.
(Orofino; Jensen) unanimously approved

B. 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

C. 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

D. EBSCO

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

E. Fidelity

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

F. 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