

PORT JEFFERSON FREE LIBRARY BOARD OF TRUSTEE MEETING MINUTES

Meeting Date: December 16, 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
Nancy Loddigs, Trustee
Jenny Bloom, Director
Jennifer DeLeo, Business Manager
Lisa McDonnell, Asst to the Business Manager

I. CALL TO ORDER, *introductory remarks*

J. Grossman called the meeting to order at 5:00 p.m.

A. Comments from the Board.

B. Comments from the Public. None

II. APPROVAL OF AGENDA/MINUTES

MOTION to approve the agenda for the December 16, 2024 Board of Trustee Meeting. (Connelly; Reilly) unanimously approved

MOTION to accept the minutes of the November 18, 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 November 30, 2024

C. Reporting Payrolls and Warrants

1. FAO Warrants of November 8, 2024 (\$60,332.67), and November 22, 2024 (\$8,472.27).
2. Payroll Warrants of November 8, 2024 (\$57,915.78), and November 22, 2024 (\$60,939.24).
3. Capital Warrants of November 8, 2024 (\$109,947.00), and December 16, 2024 (\$4,599.84).
4. Warrant of December 16, 2024 (\$121,704.79).

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

MOTION to transfer \$300,000.00 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

- Meet the candidate's event was held and we welcomed two new candidates.
- A meeting with Library Directors and Rebecca Kassay will be held here at the Library.
- All Trustee Election Absentee Ballots are available and I will be lining up Election Day Tellers.
- The Friends holiday party was held on December 13, 2024 and was much appreciated.
- Sincere thanks to Christian Neubert and Nancy Loddigs for service to the Library.
- We have preliminary budget numbers to present.

- Thank you to the Custodial staff and the Garden Club for decorating the Library and grounds for the holidays.
- Inside of the Teen center is almost complete and we are working on a few modifications.
- A motion will be made to pay Belfor for work completed.
- We are on track to move out of the Current Teen Center by December 31.
- We will be asking for approval of a new Teen Clerk position.
- We have successfully transitioned to Accudata payroll system.
- We will be making a motion to opt in to the domestic partnership enrollment in NYSHIP.

B. Personnel

MOTION to approve a new Teen Center clerk position. (Loddigs; Connelly) unanimously approved

V. UNFINISHED BUSINESS

The opening of the new Teen Center was discussed.

VI. NEW BUSINESS

A. Library Audit Report-guest speaker Al Coster, CPA of Baldessari & Coster LLP.

MOTION to accept the June 30, 2024 Library Audit report as presented. (Orofino; Jensen) unanimously approved

MOTION to approve payment in the amount of \$13,600.00 to Baldessari & Coster LLP. (Orofino; Reilly) unanimously approved

B. 205 Main

MOTION to approve payment to Belfor in the amount of \$100,325.94 for work completed at 205 E Main Street. (Orofino; Connelly) unanimously approved

C. MOTION to approve payment to B&H in the amount of \$7,129.93 for gaming laptops. (Connelly; Reilly) unanimously approved

D. NYSHIP

MOTION to approve domestic partner enrollment option in NYSHIP. (Connelly; Reilly) unanimously approved

E. Preliminary Budget Discussion

A draft of the 2025-2026 budget was reviewed and discussed. A more definitive budget will be discussed and adopted at the January Board of Trustees meeting.

F. Board of Trustees – Slate of Officer Nominations

MOTION to nominate the following for the Slate of Officers. (Orofino; Connelly) unanimously approved

*John Grossman, President,
Karyn Jensen, Vice President
Joe Orofino, Financial Officer
Nicole Connelly, Secretary*

VII. CORRESPONDENCE AND COMMUNICATION

None

VIII. COMMENTS FROM THE PUBLIC

None

IX COMMENTS FROM THE BOARD

X. ADJOURNMENT

MOTION to adjourn the meeting at 6:50p.m. (Neubert; Jensen) unanimously approved

Respectfully submitted,

Nicole Connelly,
Secretary, Board of Trustees

Recorded by Lisa McDonnell