

PORT JEFFERSON FREE LIBRARY

BOARD OF TRUSTEE MEETING MINUTES

Meeting Date: March 25, 2024

Meeting Time: 5:00 p.m.

Present:	John Grossman, President	Kristen Reilly, Trustee
	Christian Neubert, Vice President	Nancy Loddigs, Trustee
	Joseph Orofino, Financial Officer	Jenny Bloom, Director
	Nicole Connelly, Secretary	Jennifer DeLeo, Business Manager
	Karyn Jensen, Trustee	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-None
- B. Comments from the Public-None

II. APPROVAL OF AGENDA/MINUTES

MOTION to approve the agenda for the March 25, 2024 Board of Trustee Meeting. (Orfino;Jensen) unanimously approved

MOTION to accept the minutes of the February 26, 2024 Board of Trustee Meeting. (Jensen; Orofino) unanimously approved

III. FINANCIAL REPORTS

A. Business Manager's Report to the Treasurer

B. Comparative Statements of Expenses and Revenue for the Month Ending February 29, 2024

C. Reporting Payrolls and Warrants

1. FAO Warrants of February 2, 2024 (\$5,803.39), and February 16, 2024 (\$68,526.05).
2. Payroll Warrants of February 2, 2024 (\$52,268.09), and February 16, 2024 (\$52,598.31).
3. Capital Warrant of March 11, 2024 (\$5,571.15).
4. Warrant of March 25, 2024 (\$68,135.39).

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

MOTION to open a new bank account with Bank of America effective immediately. (Orfino;Jensen) unanimously approved

MOTION to transfer \$2,008,750 from the Dime Savings Account into the Bank of America Primary Reserve Savings Account. (Connelly; Jensen) unanimously approved

MOTION to close the Dime Bank Operating Checking and Operating Savings Accounts and move all remaining funds to Bank of America effective immediately. (Reilly; Connelly) unanimously approved

IV. LIBRARY REPORTS

A. Director

- Budget newsletter was printed and mailed.
- We will need to make 1 personnel motion.
- We need to discuss the policy for the Park at 114.
- We need to discuss the grand opening of the Park at 114.
- We need to discuss the car port installation.

B. Personnel

MOTION to Kai Kubik as Part time Library Clerk at \$20.73 per/hr. effective immediately. (Connelly; Reilly) unanimously approved

V. UNFINISHED BUSINESS

A. Park at 114 Grand Opening

Opening day itinerary discussed for grand opening May 31, 2024 (June 7, 2024 rain date).

B. Car Port

It was decided that the car port will be installed.

VI. NEW BUSINESS

A. Park at 114 Policy

Policy was reviewed and discussed, the Board will vote to adopt at the next meeting.

VII. CORRESPONDENCE AND COMMUNICATION

None

VIII. COMMENTS FROM THE PUBLIC

None present.

IX. ADJOURNMENT

MOTION to adjourn the meeting at 5:49 p.m. (Jensen; Orofino) unanimously approved

Respectfully submitted,

Nicole Connelly,
Secretary, Board of Trustees

Recorded by Lisa McDonnell