

# PORT JEFFERSON FREE LIBRARY BOARD OF TRUSTEE MEETING MINUTES

Meeting Date: June 17, 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 5:03 p.m.

### A. Comments from the Board.

John Grossman thanked the library staff on behalf of the board for The Park at 114 grand opening.

### B. Comments from the Public. -None

## II. APPROVAL OF AGENDA/MINUTES

**MOTION** to approve the agenda for the June 17, 2024 Board of Trustee Meeting. (Orofino; Jensen) unanimously approved

**MOTION** to accept the minutes of the May 20, 2024 Board of Trustee Meeting. (Jensen; Loddigs) unanimously approved

**MOTION** to accept the minutes of the May 23, 2024 Board of Trustee Meeting. (Jensen; Loddigs) unanimously approved

## III. FINANCIAL REPORTS

### A. Business Manager's Report to the Treasurer

### B. Comparative Statements of Expenses and Revenue for the Month Ending May 31, 2024

### C. Reporting Payrolls and Warrants

1. FAO Warrants of May 10, 2024 (\$67,778.26), May 24, 2024 (9,525.54).
2. Payroll Warrants of May 10, 2024 (\$52,982.17), May 24, 2024 (52,084.83).
3. Capital Warrants of May 24, 2024 (\$3,100), June 17, 2024 (\$11,221.96).
4. Warrant of June 17, 2024 (\$50,474.25).

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

**MOTION** to transfer \$3,000,000.00 from Bank of America Budget Reserve Savings to the Fidelity Money Market Account. (Orofino; Connelly) unanimously approved

## IV. LIBRARY REPORTS

### A. Director

- Installation of the carport is complete.
- 205 E Main expected to be completed at the end of October.
- We have 5 personnel motions to approve.
- Proposal submitted from Landtek to replace the handrails and gate lock at the Park at 114.
- Proposal submitted from Searles Graphics to update library website.

- Reorganization document needs to be approved.
- Trustees Meeting /Annual Election dates calendar is attached and needs to be approved.

**B. Personnel**

**MOTION** to approve a 2% pay increase to all confidential employees beginning July 1, 2024. (Connelly; Jensen) unanimously approved

**MOTION** to appoint part-time Librarian Venus Chavez to full-time Librarian at the same rate effective July 1, 2024. (Jensen; Connelly) unanimously approved

**MOTION** to approve the title change of part-time Adult Services Librarian Trainee Anne McNulty to part-time Adult Service Librarian I, Step 1 at \$36.92/hr., effective June 17, 2024. (Orofino; Connelly) unanimously approved

**MOTION** to hire Maybelline Escobar as part-time Custodian at \$20.73/hr, effective immediately. (Jensen; Connelly) unanimously approved

**MOTION** to hire E.B as part-time Security Guard at \$20.73/hr, effective immediately. (Connelly, Neubert) unanimously approved

**V. UNFINISHED BUSINESS**

**A. Fidelity**

**MOTION** to purchase a 3-month Treasury Bill at \$1,500,000.00 and a 6-month Treasury Bill at \$1,500,000.00 through Fidelity. (Orofino; Jensen) unanimously approved

**VI. NEW BUSINESS**

**A. Reorganization**

**MOTION** to accept the 2024-2025 reorganization document as presented. (Connelly; Orofino) unanimously approved

**B. Library Website**

**MOTION** to approve the retainer agreement from Searles Graphics in the amount of \$6,940.00 for the 2024-2025 fiscal year to maintain and update the library website. (Jensen; Connelly) unanimously approved

**C. Board Calendar**

**MOTION** to approve the 2025 Board of Trustees Meeting /Annual Election dates calendar. (Jensen; Loddigs) unanimously approved

**D. Health Insurance Rebate**

**MOTION** to approve the health insurance rebate in the amount of \$26,666.67, payable in the June 21,2024 payroll warrant. (Connelly; Orofino) unanimously approved

**E. The Park at 114**

**MOTION** to approve the proposal from The Landtek Group in the amount of \$3,842.90 to repair the front gate lock and ADA railings in The Park at 114. (Loddigs; Jensen) unanimously approved

**VII. CORRESPONDENCE AND COMMUNICATION**

None

**VIII. COMMENTS FROM THE PUBLIC**

None Present

**IX. ADJOURNMENT**

**MOTION** to adjourn the meeting at 5:29 p.m. (Jensen; Orofino) unanimously approved

Respectfully submitted,

Nicole Connelly,  
Secretary, Board of Trustees

*Recorded by Lisa McDonnell*