

PORT JEFFERSON FREE LIBRARY

BOARD OF TRUSTEE MEETING MINUTES

Meeting Date: July 22, 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 5:01 p.m.

A. Comments from Mayor Sheprow. The Mayor invited further collaboration with the Library.

B. Comments from the Board. None

C. Comments from the Public. None

II. APPROVAL OF AGENDA/MINUTES

MOTION to approve the agenda for the July 22, 2024 Board of Trustee Meeting. (Connelly; Jensen) unanimously approved

MOTION to accept the minutes of the June 17, 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 June 30, 2024

C. Reporting Payrolls and Warrants

1. FAO Warrants of June 7, 2024 (\$11,078.02) and June 21, 2024 (\$65,402.92).
2. Payroll Warrants of June 7, 2024 (\$53,798.16) and June 21, 2024 (\$70,881.97)
3. Capital Warrants of June 7, 2024(170,924.48), June 21, 2024 (\$2,400.00), July 5, 2024 (\$12,629.90) and July 22, 2024 (\$4,010.00).
4. Warrant of July 22, 2024 (\$79,910.44)

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

MOTION to transfer \$600,000.00 out of the BOA Budget Reserve Savings Account and into the BOA Capital Fund Checking Account. (Connelly; Jensen)

IV. LIBRARY REPORTS

A. Director

- A motion needs to be approved for the proposed new Friend's book store area in the library.
- Approval needed for new elevator contract.
- 3 motions will be made for new book shelving, casework and tables and chairs for 205 E Main.
- 205 E Main front porch, ADA ramp and interior work is in process.
- We have 2 personnel motions to approve.
- We have a Library Aide position open and are in the process of interviewing candidates.

- A motion needs to be approved for a new part-time I.T position.

MOTION to move the meeting into Executive Session to discuss personnel at 6:27 p.m. (Jensen; Connelly) unanimously approved

MOTION to resume the regular board meeting at 6:38 p.m. (Connelly; Jensen) unanimously approved

B. Personnel

MOTION to rescind the June 17,2024 employment offer made to Security Guard E.B, effective immediately. (Connelly; Jensen) unanimously approved

MOTION to hire part-time Library Aide Gabriel Cesare as part-time Security Guard at \$21.15/hr., effective immediately (Loddigs; Orofino) unanimously approved

MOTION to approve the position of part-time Network & Systems Technician. (Jensen; Connelly) unanimously approved

V. UNFINISHED BUSINESS- None

VI. NEW BUSINESS

A. 205 E Main Furniture

MOTION to approve payment to W.B Mason for Teen Center casework in the amount of \$40,985.95 (Reilly; Connelly) unanimously approved

MOTION to approve payment to W.B Mason for Teen Center shelving in the amount of \$39,393.40. (Orofino; Jensen) unanimously approved

MOTION to approve payment to W.B Mason for Teen Center chairs and tables in the amount of \$20,314.66. (Loddigs; Jensen) unanimously approved

B. Belfor

MOTION to approve payment to Belfor for construction and shelving relocation and installation for Friends book store in the amount of \$16,032.00. (Connelly; Reilly) unanimously approved

MOTION to approve payment to Belfor in the amount of \$304,337.97 for work completed at 205 E Main. (Connelly; Orofino) unanimously approved

C. Elevator

MOTION to approve the annual elevator maintenance contract from Kone Inc in the amount of \$2,167.68. (Jensen; Connelly) unanimously approved

D. Contracts

MOTION to accept the Comsewogue-Port Jefferson Library Services 2024-2025 Joint Contracts for service to Miller Place and Mount Sinai. (Reilly; Jensen) unanimously approved

VII. CORRESPONDENCE AND COMMUNICATION

None

VIII. COMMENTS FROM THE PUBLIC

None Present

IX. ADJOURNMENT

MOTION to adjourn the meeting at 6:41p.m. (Jensen; Connelly) unanimously approved

Respectfully submitted,

Nicole Connelly,
Secretary, Board of Trustees

Recorded by Lisa McDonnell