

PORT JEFFERSON FREE LIBRARY

BOARD OF TRUSTEE MEETING MINUTES

Meeting Date: August 26, 2024

Meeting Time: 5:00 p.m.

Present: Joseph Orofino, Financial Officer Nancy Loddigs, Trustee
Nicole Connelly, Secretary Jenny Bloom, Director
Karyn Jensen, Trustee Jennifer DeLeo, Business Manager
Kristen Reilly, Trustee Lisa McDonnell, Asst to the Business Manager

Absent: John Grossman, President
Christian Neubert, Vice President

I. CALL TO ORDER, *introductory remarks*

J. Orofino called the meeting to order at 5:20 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 August 26, 2024 Board of Trustee Meeting. (Jensen; Connelly) unanimously approved

MOTION to accept the minutes of the July 22, 2024 Board of Trustee Meeting. (Connelly; 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 July 31, 2024

C. Reporting Payrolls and Warrants

1. FAO Warrants of July 5, 2024 (\$11,216.94) and July 19, 2024 (\$66,827.73).
2. Payroll Warrants of July 5, 2024 (\$89,465.45) and July 19, 2024 (\$57,359.34)
3. Capital Warrant of August 26, 2024 (\$73,212.18).
4. Warrant of August 26, 2024 (\$102,219.37)

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

MOTION to accept the transfer of funds in the amount of \$72,500 from the Operating Fund to the Capital Fund as per the April 9, 2024 Library Budget vote. (Jensen; Reilly) unanimously approved

IV. LIBRARY REPORTS

A. Director

- Library is hosting Library Legislative meeting with Assemblyman Ed Flood.
- SCLS agreed to hold a Trustee training here at the Library.
- 2 new proposed policies will be discussed.
- Searles has optimized website for mobile viewing and in process of optimizing home page.
- We have received 4 estimates for a new fob system and will be making a motion on one of them.
- We have 2 new hire motions for a Library Aide and Network Systems Tech.
- We have 3 motions for new positions and to appoint current employees to these positions.

- 205 Main is expected to be completed in early to mid- November.
- Motions for progress payments and change orders for Belfor will need to be made.

B. Personnel

MOTION to hire Jamal Smart as part-time Network & Systems Technician at \$26.06/hr., effective immediately. (Connelly; Reilly) unanimously approved

MOTION to hire Elizabeth Harkins as part-time Library Aide at \$17.01/hr., effective immediately. (Connelly; Jensen) unanimously approved

MOTION to approve the new position of Supervisory Library Custodian. (Reilly; Connelly) unanimously approved

MOTION to approve the new position of Library Maintenance Custodian. (Jensen; Connelly) unanimously approved

MOTION to approve the new position of Network Systems Administrator. (Jensen; Connelly) unanimously approved

MOTION to appoint Library Custodian Scarlin Velasquez to Supervisory Library Custodian at \$24.36/hr., effective immediately. (Reilly; Connelly) unanimously approved

MOTION to appoint Library Custodian Frank Maniaci to Library Maintenance Custodian at \$23.55/hr., effective immediately. (Reilly; Jensen) unanimously approved

MOTION to appoint Administrative Assistant Network and Building Operations Eric Coverdale to Network Systems Administrator at \$45.25/hr., effective immediately. (Connelly; Jensen) unanimously approved

V. UNFINISHED BUSINESS- None

VI. NEW BUSINESS

A. 205 E Main

MOTION to approve payment to Belfor in the amount of \$69,243.12 for work completed at 205 E Main. (Jensen; Connelly) unanimously approved

MOTION to approve payment to Belfor in the amount of \$118,251.25 for work completed at 205 E Main. (Connelly; Reilly) unanimously approved

MOTION to approve the Proposal from Belfor in the amount of \$26,353.00 for change order electrical work (106933246-CO4) at 205 E Main. (Jensen; Connelly) unanimously approved

MOTION to approve the Proposal from Belfor in the amount of \$123,500.00 for work to provide exterior completion (106933246-CO5) at 205 E Main. (Reilly; Connelly) unanimously approved

B. Library Insurance

MOTION to approve payment to the Regan Agency for the 2024-2025 renewals for our Library insurances in the amount of \$33,575.54. (Connelly; Jensen) unanimously approved

C. Fob System

MOTION to approve Digital Provision to install a new Fob System in Library and Teen Center for the amount of \$69,391.49. (Connelly; Jensen) unanimously approved

D. New Library Policies

First Reading of the Workplace Protection for Pregnant and Nursing Employees Policy.

First Reading of the Library Exhibit & Display Policy.

VII. CORRESPONDENCE AND COMMUNICATION

None

VIII. COMMENTS FROM THE PUBLIC

None Present

IX. ADJOURNMENT

MOTION to adjourn the meeting at 6:28p.m. (Connelly; Reilly) unanimously approved

Respectfully submitted,

Nicole Connelly,
Secretary, Board of Trustees

Recorded by Lisa McDonnell