

PORT JEFFERSON FREE LIBRARY BOARD OF TRUSTEE MEETING MINUTES

Meeting Date: February 03, 2025

Meeting Time: 5:00 p.m.

Present: John Grossman, President Kristen Reilly, Trustee
Joseph Orofino, Financial Officer Jenny Bloom, Director
Nicole Connelly, Secretary Jennifer DeLeo, Business Manager
Emily Murphy, Trustee Lisa McDonnell, Asst to the Business Manager

Absent w/excuse: Karyn Jensen, Vice President
Andrew Thomas, Trustee – On Zoom

I. CALL TO ORDER, *introductory remarks*

J. Grossman called the meeting to order at 5:04 p.m.

- A. **Oath of Office, administered by Jenny Bloom.**
- B. **Comments from the Board.** None
- C. **Comments from the Public.** None

II. APPROVAL OF AGENDA/MINUTES

MOTION to approve the agenda for the February 03, 2025 Board of Trustee Meeting. (Orfino; Connelly) unanimously approved

MOTION to accept the minutes of the January 16, 2025 Board of Trustee Special Meeting. (Orfino; Reilly) unanimously approved

MOTION to accept the minutes of the December 16, 2024 Board of Trustee Meeting. (Connelly; Reilly) unanimously approved

III. FINANCIAL REPORTS

A. Business Manager's Report to the Treasurer

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

C. Reporting Payrolls and Warrants

1. FAO Warrants of December 6, 2024 (\$12,890.63), and December 20, 2024 (\$6,411.92).
2. Payroll Warrants of December 6, 2024 (\$57,753.26), and December 20, 2024 (\$58,348.55).
3. Capital Warrants of December 6, 2024 (\$3,296.36), December 20, 2024 (\$89,657.70) and January 27, 2025 (\$66,000.82).
4. Warrant of January 27, 2025 (\$102,407.17).

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

MOTION to transfer \$150,000.00 out of the BOA Primary Reserve Savings Account and into the BOA Capital Fund Checking Account. (Connelly; Murphy) unanimously approved

IV. LIBRARY REPORTS

A. Director

- We will be asking for approval of the 2025-2026 Budget.
- A motion will be made to change the Teen Center operating hours.
- Digital Provisions door fob project will be completed soon.

- 205 E Main has passed inspection and will have a soft opening February 10, 2025 and a Grand Opening March 14th & 15th 2025.
- We have received applications for a part-time Teen Librarian and will begin interviews.
- We have 1 personnel motion to be accepted.
- Special thanks to Jamal Smart for getting us up and running at 205 E Main.

V. UNFINISHED BUSINESS

A. 2025-2026 Library Budget-review and adopt

1. Tax Cap Resolution

WHEREAS, the adoption of the 2025-2026 Fiscal Year budget for the Port Jefferson Free Library may require a tax levy increase that exceeds the tax cap imposed by state law as outlined in General Municipal Law Section 3-c adopted in 2011; and while it is not this Board’s intention to exceed the New York State Tax Cap, we are very concerned with the lack of timely guidance, cooperation, and information coming from the New York State agencies charged with enforcing this law.

We feel it is necessary to enact this override resolution in order to protect our community’s investment in their public library. This will make our community immune from any errors, omissions, or other difficulties arising from the enforcement of this law.

WHEREAS, General Municipal Law Section 3-c expressly permits the library board to override the tax levy limit by a resolution approved by a vote of sixty percent of qualified board members; now therefore be it

RESOLVED, that the Board of Trustees of the Port Jefferson Free Library voted and approved to exceed the tax levy limit for the 2025-2026 Fiscal Year by at least the sixty percent of the board of trustees as required by state law on January 27, 2025.

Motion was tabled until next meeting.

2. Budget Resolution

A RESOLUTION ADOPTING A BUDGET FOR THE FISCAL YEAR COMMENCING JULY 1, 2025 AND ENDING JUNE 30, 2026, MAKING APPROPRIATIONS FOR THE OPERATION OF THE PORT JEFFERSON FREE LIBRARY FOR SUCH A PERIOD. WHEREAS, this board has met at the time and place required to deliberate on the proposed operating budget for fiscal year 2025-2026 and heard all persons desiring to be heard thereon; now, therefore, be it RESOLVED, the sum of \$3,509,519.00 be approved for the general use and maintenance of the Port Jefferson Free Library during the fiscal year July 1, 2025-June 30, 2026, which said sum shall be raised by the taxation on the taxable property in Union Free School District #6, and that the Board of Education of said district be authorized and directed to collect said sum as provided by section 416 of the education law.

MOTION to adopt the 2025-2026 Library Operating Budget as presented (Orofino; Reilly) unanimously approved

VI. NEW BUSINESS

A. 205 E Main

MOTION to approve payment to Belfor in the amount of \$59,199.25 for work completed at 205 E Main Street. (Connelly; Murphy) unanimously approved

MOTION to approve change order submitted by Belfor in the amount of \$57,219.50 for work done at 205 E Main. (Murphy; Connelly) unanimously approved

B. SCLS

MOTION to approve payment to SCLS in the amount of \$41,429.37 for 2025 Member Library Support and other miscellaneous electronic services renewals. (Orofino; Reilly) unanimously approved

C. Teen Center

MOTION to approve the new Teen Center hours of Monday-Thursday, 12:00PM-8:00PM, Friday 12:00PM- 5:00PM, Saturday 9:30AM-5:00PM and Sunday 1:00PM-5:00PM. (Connelly; Reilly) unanimously approved

D. Financial

MOTION to remove Christian Neubert from all bank accounts and add Karyn Jensen as Vice President to all bank accounts, effective immediately. (Orofino; Connelly) unanimously approved

MOTION to reinvest the \$1.5MM with Fidelity that will mature on February 13th into another 6-month treasury bill with Fidelity Investments. (Connelly; Reilly) unanimously approved

MOTION to move the meeting into Executive Session to discuss personnel at 6:13 p.m. (Orofino; Murphy) unanimously approved

MOTION to resume the regular board meeting at 6:24 p.m. (Connelly; Orofino) unanimously approved

E. Personnel

RESOLVED, that Board President John Grossman is authorized to execute a Settlement and Release Agreement between the Board of Trustees and Eric Coverdale, Network and Systems Administrator, effective immediately. (Orofino; Murphy) unanimously approved

MOTION to accept the resignation of Network and Systems Administrator Eric Coverdale, effective May 11, 2025. (Reilly; Connelly) unanimously approved

F. Key Fob Project

MOTION to accept the quote from Digital Provisions in the amount of \$18,140.00 for a server and licenses to support the new security camera system at 205 E. Main. (Connelly; Murphy) unanimously approved

VII. CORRESPONDENCE AND COMMUNICATION

None

VIII. COMMENTS FROM THE PUBLIC

None

IX. COMMENTS FROM THE BOARD

The Board thanked Jenny Bloom for her efforts leading to the completion of 205 E Main.

President-John Grossman suggested staff be trained in lockdowns drills.

Secretary -Nicole Connelly suggested joining the village safety committee.

X. ADJOURNMENT

MOTION to adjourn the meeting at 6:40p.m. (Murphy; Orofino) unanimously approved

Respectfully submitted,

Nicole Connelly,
Secretary, Board of Trustees

Recorded by Lisa McDonnell

