

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES**  
of the  
**PORT JEFFERSON FREE LIBRARY**  
held on **May 23, 2016 7:00 PM**  
100 Thompson Street  
Port Jefferson, NY 11777

**Present**

John Grossman	President
Christian Neubert	Vice President
Tracy Stapleton	Secretary
Susan Prechtel-Loper	Financial Officer
Lisa M. Ballou	Trustee
Joel Rosenthal	Trustee
Carl Siegel	Trustee
Tom Donlon	Interim Director
Valerie Schwarz	Interim Assistant Director
Loretta Henry	Business Manager

**I. Call to Order**

J. Grossman called the meeting to order at 7:03 PM.

**II. Approval of the Agenda**

MOTION to accept the Meeting's agenda as presented. (Prechtel-Loper;Siegel)  
Unanimously approved.

**III. A. Comments from the Public**

None present.

**B. Comments from the Board**

T. Donlon shared information regarding a possible drug deal being captured on the outdoor security cameras.

**IV. Approval of Minutes**

MOTION to approve the Minutes for the April 18, 2016 Special Meeting and April 25, 2016 Board of Trustees Meeting (Siegel;Ballou) Motion Unanimously approved.

Guest Speaker: Anthony Bliss, Youth Services Librarian gave a brief report on 3-D printing and its future applications for use in Libraries.

**V. Financial Reports**

A. Business Manager's Report to Treasurer.

B. Comparative Statements of Expenses & Revenue for the month's ending were reviewed.

C. Expenses at a glance for the May meeting were reviewed.

1. MOTION to accept the April 8 (\$48,503.08) April 22, 2016 (\$49,897.71) Payroll Warrants. (Siegel;Rosenthal) Unanimously approved.
2. MOTION to accept the April 8 (\$13,969.99) April 22, 2016 (\$45,535.48) FAO Warrants. (Ballou;Stapleton) Unanimously approved.
3. MOTION to accept the May 23, 2016 Capital Warrant (\$2,132.61). (Stapleton;Siegel) Unanimously approved.
4. MOTION to accept the May 23, 2016 Warrant.(\$51,620.16). (Stapleton;Siegel) Unanimously approved.

**VI. Library Reports**

**A. Director's Report**

- We welcome Loretta Henry as our new Business Manager.
- We have submitted our Solar Grant application. Our next project will be our Wall of Honor.
- We need to approve half-time library aide Morgan Brett to be moved to a quarter-time position while she is in school. We also need to approve our quarter-time Library Aide Venus Chavez to be moved to a half-time to position.
- We are working with Senator LaValle to secure a grant to replace our last HVAC unit.
- Our Annual Giving Letter is currently being reviewed and should go out in the mail during mid-June.

MOTION to spend \$16,325 for replacement HVAC equipment contingent on a \$50,000 grant from Senator LaValle. (Ballou;Neubert) Unanimously approved.

**B. Personnel**

MOTION to accept the Business Manager employment contract for Loretta Henry as signed. (Neubert;Stapleton) Unanimously approved.

MOTION to move Library Aide, Morgan Brett from half-time to quarter-time effective immediately.(Siegel;Prechtel-Loper) Unanimously approved.

MOTION to move Library Aide, Venus Chavez from quarter-time to half-time; same step and salary effective immediately. (Stapleton;Ballou) Unanimously approved.

## **VII. Unfinished Business**

### **A. Building Committee**

We received a preliminary draft regarding E. 205 Main Street property. We are still waiting on our topographical study.

### **B. Grant Committee**

The Ebsco Solar Grant was submitted. Salvatore Filosa has joined the Grant Committee. We are working on a Grant to be used for the Wall of Honor.

### **C. Fund-raising Committee**

The annual giving letter to fund the study porch renovation has been written. We are waiting for our consultant's recommendations. The letter should be sent out mid-June.

## **VIII New Business**

### **A. Library Auditor**

MOTION to accept the 2016 Library Audit proposal from Baldassari & Coster LLP at a cost not to exceed \$9,950.00. (Siegel;Ballou) Unanimously Approved.

## **IX. Comments from the Public**

None present.

## **X. Correspondence and Communications**

MOTION to move the meeting into Executive Session at 8:28 PM to discuss personnel issues. (Rosenthal;Siegel) Unanimously approved.

MOTION to move the meeting out of Executive Session at 9:17 PM. (Rosenthal;Siegel) Unanimously approved.

MOTION TO APPROVE the May 23, 2016 Draft Performance Evaluation of the Library Director as the Final Performance Evaluation. (Neubert;Ballou) Unanimously approved.

MOTION to offer Tom Donlon the position of Library Director for the Port Jefferson Free Library under the employment contract dated July 1, 2016. (Neubert;Loper) Unanimously approved.

MOTION to change the title of Valerie Schwarz to Assistant Director maintaining her active contract and current total salary plus 2% percent increase effective July 1, 2016. (Siegel;Rosenthal) Unanimously approved.

## **XI. Adjournment**

MOTION to adjourn the meeting at 9:20 PM. (Neubert; Siegel) Unanimously approved.

Respectfully submitted,

Tracy Stapleton,  
Secretary, Board of Trustees