

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
of the
PORT JEFFERSON FREE LIBRARY
January 2016 Board Meeting held on February 1, 2016
100 Thompson Street
Port Jefferson, NY 11777

Present

John Grossman	President
Christian Neubert	Vice President
Tracy Stapleton	Secretary
Susan Prechtl-Loper	Financial Officer
Lisa Ballou	Trustee
Joel Rosenthal	Trustee
Carl Siegel	Trustee
Patricia Harsch	Business Manager
Thomas Donlon	Interim Director
Valerie Schwarz	Interim Assistant Director

I. Call to Order

J. Grossman called the meeting to order at 7:15 PM.

II. Approval of the Agenda

MOTION to approve the agenda. (Neubert;Stapleton) Unanimously approved.

III. Comments from the Public

None present.

I. Comments from the Board

Board President, J. Grossman welcomed the two new board members, Joel Rosenthal and Carl Siegel to the Board. He states that this is an exciting time for the Library and we should all convene and act in the best interest of the library. We are custodians of the taxpayer's money and we need to do the best we can. J. Grossman cautioned the board to remember that Executive Session discussion is confidential and should not leave the board room.

He states that Board members should not expect to dedicate only 3 hours a month to the Library. Be prepared for secondary jobs. We all have strengths that we bring to the Board. We will utilize your strengths for the good of the Library.

In other news, our Business Manager, P. Harsch has resigned with over 10 years of dedicated service. Patty is top notch and we have followed the Letter of the law exclusively due to her commitment. We wish her the best in her retirement.

C. Siegel also thanked V. Schwarz for her great work regarding the Trustee election publicity.

IV. Approval of the Minutes

MOTION to approve the Amended Minutes for the Board Meeting held on December 14, 2015. (Ballou;Neubert) Unanimously approved.

V. Financial Reports

A. Business Manager's Report to the Treasurer given by P. Harsch.

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

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

1. MOTION to accept the December 4, 2015, (\$14,319.49) December 18, 2015 (\$46,520.22) and December 31, 2015 (\$8,745.62) FAO Warrants. (Stapleton;Neubert) Unanimously approved.

2. MOTION to accept the December 4, 2015, (\$54,223.52) December 18, 2015 (\$53,371.66) and December 31, 2015 (\$53,160.94) Payroll Warrants. (Stapleton;Neubert) Unanimously approved.

3. MOTION to accept the January 28, 2016 Warrant (\$74,933.53). (Stapleton;Neubert) Unanimously approved.

4. MOTION to accept the January 28, 2016 Capital Warrant (\$2,000). (Stapleton;Neubert) Unanimously approved.

VI. Director's Report

T. Donlon reported that:

- We are in the final stages of signing the contract with BBS Architects. We have saved thousands of dollars by choosing them. They will be coming to the library to look over the facilities and meet with staff and board members. Lee Rosner has also been an asset, walking us through all of the processes.
- Our new webpage went live 3 days ago. We have already had a lot of positive feedback.
- Business Manager P. Harsch has resigned. We have begun canvassing for her position.
- I will be asking for approval to attend NYLA on March 2-3, 2016.

B. Personnel

MOTION to accept the resignation of Business Manager, P. Harsch effective February 16, 2016. (Neubert;Prechtl-Loper) Unanimously approved.

MOTION to authorize Director to hire a replacement Business Manager, salary not to exceed \$70,000 annually. (Prechtl-Loper-Stapleton) Unanimously approved.

MOTION to obtain Library credit cards in the names of Robert Konoski and Thomas Donlon.(Ballou;Prechtl-Loper) Unanimously approved.

MOTION to approve the Library Director to attend NYLA Advocacy Day in Albany on March 2 through 3. Cost not to exceed \$500. (Rosenthal;Prechtl-Loper) Unanimously approved.

VII. Unfinished Business

A. Policy Committee

L. Ballou reported on the *Internet Acceptable Use Policy* and the *3-D Printer Policy*. These policies need to be reviewed by library counsel, K. Seaman. C. Neubert reported that they will be moving away from writing new policies and work on reviewing existing policies. They will remain active but need to focus on moving forward with the building project.

B. Planning Update

There was nothing more to add than previously discussed in the Director's report. The Library is currently in the final stages of signing the contract with BBS Architects. Thousands of dollars have been saved by choosing them. They will be coming to the library to look over the facilities and meet with staff and board members.

C. 2016-17 Library Operating Budget

WHEREAS, the adoption of the 2016-2017 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 2016-2017 Fiscal Year by at least the sixty percent of the board of trustees as required by state law on February 1, 2016.

(Stapleton;Neubert) Resolution unanimously approved.

A RESOLUTION ADOPTING A BUDGET FOR THE FISCAL YEAR COMMENCING JULY 1, 2016 AND ENDING JUNE 30, 2017, 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 2016-2017 and heard all persons desiring to be heard thereon; now, therefore, be it RESOLVED, The sum of \$ 3,000,810.00 be approved for the general use and maintenance of the Port Jefferson Free Library during the fiscal year July 1, 2016-June 30, 2017, 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.

(Neubert;Siegel) Resolution unanimously approved.

VIII. New Business

A. Slate of Officers

As previously voted upon at the 2016 Annual Meeting, the slate of Officers is as follows:

President:	John Grossman
Vice President:	Christian Neubert
Secretary:	Tracy Stapleton
Financial Officer:	Susan Prechtl-Loper

IX. Correspondence and Communications

X. Comments from the Public

None present.

Executive Session

MOTION to enter into Executive Session to discuss Personnel issues at 8:31 PM. (Neubert;Stapleton) Unanimously approved.

MOTION to return to regular session at 8:59 PM. (Rosenthal;Siegel) (Unanimously approved)

After a brief discussion, it was decided that the following committees will be formed: Trustee, C. Neubert will join J. Grossman on the Building Committee. C. Siegel will join L. Ballou to form the Grant Writing Committee. J. Rosenthal will join T. Stapleton on the Fundraising and Endowment Committee.

Also discussed Trustee's specific responsibilities. Each Board Member will be the point person who can report to other trustees on specific aspects of the library. C. Neubert will be the Building and Grounds person. J. Grossman will act as Personnel and Labor Relations person. A list of other categories shall be forthcoming.

MOTION to approve the change in status of Communication Clerk N. Greenhalgh to Librarian Trainee, Step 8- \$27.74 per hour effective February 1, 2016. (Prechtl-Loper; Siegel) Unanimously Approved.

MOTION to reclassify the status of Librarian S. Filosa from half-time to full time. Same step and salary. (Step 3-\$33.68 hr.) (Ballou;Siegel) Unanimously Approved.

C. RESOLVED, that in consideration of the services rendered and to be rendered by Samantha Winter as Interim Head of Reference from February 1 through July 1, 2016 that she is to receive the stipend of \$2,500. (Neubert;Ballou) Unanimously Approved.

RESOLVED, that in consideration of the services rendered and to be rendered by P. Harsch as Business Office and Payroll Consultant she is to receive the payment of \$50.00 per hour. (Ballou;Siegel) Unanimously Approved.

XI. Adjournment

MOTION to adjourn the meeting at 9:12 PM. (Prechtl-Loper;Ballou) Unanimously approved.

Respectfully submitted,

Tracy Stapleton
Secretary, Board of Trustees