

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
of the
PORT JEFFERSON FREE LIBRARY
held February 22, 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
Tashi Hamilton	Assistant to the Business Manager
Thomas Donlon	Interim Director
Valerie Schwarz	Interim Assistant Director

I. Call to Order

J. Grossman called the meeting to order at 7:06 PM.

II. Approval of the Agenda

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

III. Comments from the Public

None present.

I. Comments from the Board

A facebook page posting containing a picture of the 205 E. Main Street property with a post stating "1812 House threatened with demolition" was distributed. Grossman states that this post is inherently false! We will not address this. There is a lot of negative public opinion out there intent to create negative energy. We have done our due diligence. We have held an executive breakfast, engaged consultants, taken polls of the people in the town, sent emails and written letters. We will continue to listen to the public. There is no plan as of yet.

IV. Approval of the Minutes

MOTION to approve the Minutes for the January Board Meeting held on February 1, 2016. (Stapleton;Siegel) Unanimously approved.

V. Financial Reports

The Financial warrants were reviewed by the Board.

A. Business Manager's Report to the Treasurer was given by T. Hamilton. Items of note were: refund from the Regan Agency and the LIPA pilot payment received.

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 January 15, 2016 (\$47,650.22) and January 29, 2016 (\$17,067.69) FAO Warrants;
2. MOTION to accept the January 15, 2016 (\$60,290.86) and January 29, 2016 (\$49,960.99) Payroll Warrants;
3. MOTION to accept the February 12, 2016 FAO Capital Warrant (\$4,505.00);
4. MOTION to accept the February 22, 2016 Warrant (\$73,478.45).

MOTION to approve the Financial Warrants as presented. (Ballou;Neubert) Unanimously approved.

VI. Director's Report

T. Donlon reported that:

- The 205 E. Main St. property suffered a burst pipe earlier in the week. In July of 2015 the water authority told us the water had been turned off. The incident has been reported to our insurance company and forwarded to our lawyer for review.
- TD bank alerted us to fraudulent activity on our library credit cards. Those accounts were closed and new accounts issued.
- The Library's annual Report (State report) is included in the packet. This will need to be approved tonight.
- Our two new HVAC Units will be installed tomorrow.
- Our landscaping contract with Jeff Kito's Landscaping will need to be approved this evening.
- We also need to appoint one additional substitute custodian and also the replacement Business Manager tonight.

B. Personnel

VII. Unfinished Business

A. Building Committee

J. Grossman reports that besides the burst water pipe at 205 E. Main, we shall be signing the Architect's contract tonight.

B. Fundraising Committee

T. Donlon reports that they had a good discussion with Pam from Ivy Library. She laid out a plan where she suggests sending out a "giving letter." She also thinks that we should announce our property purchase and architect in the budget newsletter. Ivy Library will also help us prepare the wording.

C. Grants

C. Siegel discussed grants and how specific grants can be. He will be working with the Grants committee on an Ebsco Solar Panel Grant. J. Grossman would like a review of where we are with grants that are filed, where we stand with grants that are pending, and what grants we can be working on in the future. We need to think long term and we need someone to write the grants. There was discussion about visiting Middle Country Library to speak with their grant consultants and explore all options.

C. Policy Committee

Internet Acceptable Use Policy-(First Pass)

L. Ballou discussed the revised Internet Acceptable Use policy, pointing out some of the changes in the updated policy. Please review for adoption at the next board meeting. L. Ballou states that the 3-D printing policy will be brought to the next meeting.

VIII. New Business

A. State Report

Reviewed and discussed the report.

MOTION to approve the Port Jefferson Free Library Annual Report for Public and Association Libraries-2015 pending SCLS approval.(Prechtl-Loper;Siegel) Unanimously Approved.

B. Library Landscaping

MOTION to accept Jeff Kito's Landscaping proposal for the 2016 growing season at a rate of \$3,564 annually. (Ballou;Prechtl-Loper) Unanimously approved.

D. Budget Overview Narrative Draft

Reviewed and discussed the revised budget draft. Draft will be sent to auditors for final proofing.

IX. Correspondence and Communications

X. Comments from the Public

None present.

At 8:08 PM there was a MOTION to move the meeting into Executive Session. (Ballou;Stapleton) Unanimously approved.

At 8:16 PM there was a MOTION to resume the regular meeting. (Siegel;Prechtl-Loper) Unanimously approved.

MOTION to appoint Elaine Knapp as the full time Business Manager, salary of \$63,000 annually effective March 21, 2016 (Stapleton;Grossman) Unanimously approved.

MOTION to appoint Scarlin Velasquez as Substitute Custodian, Step 1-\$17.45 per hour.(Stapleton;Grossman) Unanimously approved.

X. Adjournment

MOTION to adjourn the meeting at 8:35 PM. (Siegel;Stapleton) Unanimously approved.

Respectfully submitted,

Tracy Stapleton
Secretary, Board of Trustees

Recorded by V. Schwarz