

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
of the
PORT JEFFERSON FREE LIBRARY
held March 28, 2016
100 Thompson Street
Port Jefferson, NY 11777

Present

John Grossman	President
Christian Neubert	Vice President
Susan Prechtl-Loper	Financial Officer
Tracy Stapleton	Secretary
Lisa Ballou	Trustee
Joel Rosenthal	Trustee
Carl Siegel	Trustee
Tom Donlon	Interim Library Director
Valerie Schwarz	Interim Assistant Director
Tashi Hamilton	Business Assistant

I. Call to Order

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

II. Approval of the Agenda

MOTION to move Item VII B. *Strategic Plan* to the end of meeting after Executive Session. (Neubert;Stapleton) Unanimously approved.

MOTION to change the name of *Item VII a.* to Internet and Public Computer Use Policy. (Stapleton;Siegel) Unanimously approved.

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

III. Comments from the Public

None present.

I. Comments from the Board

J. Rosenthal asked a question regarding the library reserves.

IV. Approval of the Minutes

MOTION to approve the Minutes for the Meeting held on February 22, 2016. (Siegel;Loper) Unanimously approved.

MOTION to approve the Minutes for the Special Meeting held on March 21, 2016. (Rosenthal;Stapleton) Unanimously approved.

V. Financial Reports

A. Business Manager's Report to the Treasurer given by T. Hamilton.

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 February 12, 2016 (\$11,691.66) and February 26, 2016 (\$48,278.49) FAO Warrants. (Rosenthal;Ballou) Unanimously approved.

2. MOTION to accept the February 12, 2016 (\$50,727.98) and February 26, 2016 (\$50,718.36) Payroll Warrants.(Siegel; Ballou) Unanimously approved.

3. MOTION to accept the March 28, 2016 FAO Capital Warrant (\$6,420.45). (Prechtl-Loper;Siegel) Unanimously approved.

4. MOTION to accept the March 28, 2016 Warrant (\$50,960.44). (Siegel;Ballou) Unanimously approved.

VI. Director's Report

T. Donlon reported that:

We received a rebate check from PSEG of \$9,000 for installing our new HVAC units.

We are trying to coordinate a Trustee training for upcoming spring with Rebekkah Smith Aldrich.

K. Walsh of BBS Architects has been at the library measuring our rooms.

We have contracted with Hawkins Webb Jaeger to perform a topographical analysis.

Recent legislation requires libraries to have carbon monoxide detectors. At this time we will be looking into having stand alone units installed.

VII. Unfinished Business

A. Policy Committee

a. MOTION to adopt the Internet and Public Computer Use Policy. (Siegel;Neubert) Unanimously approved.

b. 3- D Printer Policy

L. Ballou gave a brief report on the 3-D printer policy discussion the different sections of the policy in detail. This is the first pass for the policy. It will be voted on at the next board meeting.

B. Strategic Plan

Moved to the end of the meeting.

C. Grant Committee

T. Donlon stated that the committee has met twice and is working on a grant for solar panels through Ebsco. We have met with 3 solar companies to obtain proposals. The deadline for the Solar grant is at the end of April. The group is meeting again this week to move the process along.

D. Building Committee

K. Walsh of BBS Architects has been at the library measuring our rooms. We have contracted with Hawkins Webb Jaeger to perform a topographical analysis.

E. Fundraising Committee

T. Donlon reported that they have begun the process of fundraising. The first step was the budget newsletter. The next step will be sending our a giving letter in May/June. We are going to focus on funding the Study Porch.

VII. New Business

IX. Comments from the Public

A local resident from Thompson Street had some questions regarding the house on Thompson Street. She also wanted to know why there is not a public forum at the Board Meeting for questions to be asked and answered.

Another resident had some comments regarding the cost of running a 3-D printer and how much solar power usage the library would gain from solar panels. It was explained to the public that the library does not hold public forums or Question and Answer meetings. They were thanked for their input.

MOTION to move the meeting into Executive Session at 8:10 PM to discuss personnel issues. (Ballou;Prectl-Loper) Unanimously approved.

MOTION to move the meeting out of Executive Session at 9:12 PM (Ballou;Neubert) Unanimously approved.

Strategic Plan

The Strategic Plan was reviewed and discussed. President J. Grossman noted that the Library has met a number of goals outlined in the plan. A major concern is the impact of the loss of the power-plant's on the Village. If LIPA money is lost, the Library needs to be in a position to provide supplemental services that are cut throughout the Village and the local schools. The Library should be the cultural center of the Village. We should meet the needs for service yet maintain the historical street-scape of the Village. We have the space with our 3 properties.

VI. Adjournment

MOTION to adjourn the meeting at 9:50 PM (Stapleton;Ballou) Unanimously accepted.

Respectfully submitted,

Tracy Stapleton,
Secretary