

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
of the
PORT JEFFERSON FREE LIBRARY
held on August 22, 2016 7:00 PM
100 Thompson Street
Port Jefferson, NY 11777

Present

John Grossman	President (absent with excuse)
Christian Neubert	Vice President
Tracy Stapleton	Secretary
Susan Prechtl-Loper	Financial Officer
Lisa M. Ballou	Trustee
Joel Rosenthal	Trustee
Carl Siegel	Trustee
Tom Donlon	Library Director
Valerie Schwarz	Assistant Director
Loretta Henry	Business Manager

I. Call to Order

C. Neubert called the meeting to order at 7:00 PM.

II. Approval of the Agenda

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

III. A. Comments from the Public

None present.

B. Comments from the Board

A question was asked why the Board Meeting was not held on the last Monday of the month? It was clarified that Board Meetings are held on the fourth Monday of the month.

IV. Approval of Minutes

MOTION to approve the amended Minutes for the July 25, 2016 Board of Trustees Meeting. (Ballou;Rosenthal) 2- abstentions-C. Siegel, T. Stapleton. Motion approved.

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 August meeting were reviewed.
 - 1. MOTION to accept the July 1 (\$12,392.89) July 15, 2016 (\$54,658.32) and July 29 (\$8,354.25) FAO Warrants. (Siegel;Rosenthal)Unanimously approved.
 - 2. MOTION to accept the July 1 (\$47,278.60) July 15, 2016 (\$50,791.64) and July 29 (\$48,316.23) Payroll Warrants. (Siegel;Rosenthal)Unanimously approved.
 - 3. MOTION to accept the August 22, 2016 Warrant (\$98,570.49). (Siegel;Rosenthal)Unanimously approved.
 - 4. MOTION to accept the August 22, 2016 Capital Warrant.(\$11,670.00). (Siegel;Rosenthal)Unanimously approved.

VI. Library Reports

A. Director's Report

- On August 4, the Library was experiencing brown outs. These were due to a faulty fuse to the HVAC system along with a faulty fuse box. Our electrician replaced the fuses and recommends replacing the fuse box.
- The Director and Administration offices air conditioners have died.

VII. Unfinished Business

A. Building Committee

The date for the first public forum has been set for Wednesday, September 14 at 7:00 PM. This will help us identify the resident's objectives.

B. Grant Committee

The Grant committee is one step away from completion of the Wall of Honor Grant. They previously had a conference call with the Executive Director of the Robert David Lion Gardiner Foundation to introduce themselves and clarify some information on the grant application.

C. Fund-raising Committee

To date a total of \$5,781 has been raised. A revised roster of the donations received to date was shared among

Board members. The fund-raising committee will be meeting on Friday, August 26.

VIII New Business

A. Library Insurance Policy

MOTION to accept the Library's Liability and Umbrella Insurance Policy provided by Regan Agency at a cost of \$29,337.87 annually. (Ballou;Rosenthal) Unanimously passed.

B. Light Tower

MOTION to approve the annual payment to Light Tower in the amount of \$10,695.00 (Ballou;Siegel) Unanimously passed.

C. Postage Meter

MOTION to approve the 5-year Pitney-Bowes Postage Meter contract at a cost not to exceed \$6,180.60. (Rosenthal;Ballou) Unanimously passed.

IX. Comments from the Public

None present.

X. Correspondence and Communications

Roxanna Casey-Thank you letter

Kathy Carley-Thank you letter

XI. Adjournment

MOTION to adjourn the meeting at 8:04 PM. (Siegel;Ballou) Unanimously approved.

Respectfully submitted,

Tracy Stapleton,
Secretary, Board of Trustees

Recorded by Valerie Schwarz