

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
of the
PORT JEFFERSON FREE LIBRARY
held on **September 26, 2016 7:00 PM**
100 Thompson Street
Port Jefferson, NY 11777

Present

John Grossman	President
Christian Neubert	Vice President
Tracy Stapleton	Secretary
Susan PrechtI-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

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. (Rosenthal;Ballou) Unanimously approved.

III. A. Comments from the Public

None present.

B. Comments from the Board

None.

IV. Approval of Minutes

MOTION to approve the Minutes for the August 22, 2016 Board of Trustees Meeting. (Siegel;Ballou) Unanimously 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 September meeting were reviewed.

1. MOTION to accept the August 12 (\$20,341.02) and August 26 (\$47,233.73) FAO Warrants. (Siegel;Rosenthal) Unanimously approved.
2. MOTION to accept the August 12 (\$48,663.87) and August 26 (\$49,377.80) Payroll Warrants. (Siegel;Rosenthal)Unanimously approved.
3. MOTION to accept the September 26, 2016 Warrant (\$82,138.92). (PrechtI-Loper;Stapleton)Unanimously approved.
4. MOTION to accept the September 26, 2016 Capital Warrant.(\$2000.00). (Stapleton;Rosenthal)Unanimously approved.

MOTION to approve the transfer of \$95,392 to Capital Fund as per the approved 2016-17 Library Operating Budget. (Siegel;Rosenthal) Unanimously approved.

VI. Library Reports

A. Director's Report

- Library held it first public meeting.
- Meetings will be held in October for the Fund-raising and Grant Committee.
- We need to accept M. Brett's resignation and approve the hire of a part-time Library Aide.
- We need approval to hire a substitute Circulation Clerk.

B. Personnel

MOTION to accept the resignation of Morgan Brett and approve the hire of a part-time Library Aide. (Stapleton;Rosenthal) Unanimously approved.

MOTION to approve the hire of a substitute Circulation Clerk, Step 1. (Rosenthal;Ballou) Unanimously approved.

VII. Unfinished Business

A. Building Committee

The Library held its first public meeting on Wednesday, September 14 at 7:00 PM. It was noted that the Board of Trustees attended the meeting. All of the feedback from the community was positive. The Building Committee was thanked for all of their preparation and hard work.

B. Grant Committee

The Wall of Honor Grant was submitted today to the Robert David Lion Gardiner Foundation. The Committee will meet again in October.

C. Fund-raising Committee

The Fundraising Committee will look to gain Corporate Sponsors for the Study Porch conversion. The fund-raising committee will meet again in October.

VIII New Business

A. Trustee Election Calendar

Trustee Election Calendar of important dates was reviewed. One Trustee application has been taken.

B. Board of Trustees Meeting Calendar

2017 Board Meeting Calendar reviewed.

IX. Comments from the Public

None present.

X. Correspondence and Communications

XI. Adjournment

MOTION to adjourn the meeting at 7:48 PM. (Siegel;Stapleton) Unanimously approved.

Respectfully submitted,

Tracy Stapleton,
Secretary, Board of Trustees

Recorded by Valerie Schwarz