

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES**  
of the  
**PORT JEFFERSON FREE LIBRARY**  
held on **November 21, 2016** 7:00 PM  
100 Thompson Street  
Port Jefferson, NY 11777

**Present**

John Grossman	President
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**

J. Grossman called the meeting to order at 7:00 PM.

**II. Approval of the Agenda**

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

**III. A. Comments from the Public**

None present.

**B. Comments from the Board**

J. Rosenthal asked a question regarding funding for our building project. Director answered that we are still waiting for detailed figures for our building project before we can discuss funding the project.

**IV. Approval of Minutes**

MOTION to approve the amended Minutes for the October 24, 2016 Board of Trustees Meeting. (Prechtl-Loper;Ballou) (2- Absentions-J. Rosenthal, T. Stapleton) Motion carried.

**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 November meeting were reviewed.
  - 1. MOTION to accept the October 7, 2016 (\$9,042.23) and October 21, 2016 (\$51,003.89) FAO Warrants. (Prechtl-Loper;Siegel) Unanimously approved.
  - 2. MOTION to accept the October 7 (\$49,587.92) and October 21 (\$49,132.72) Payroll Warrants. (Ballou;Prechtl-Loper)Unanimously approved.
  - 3. MOTION to accept the November 21, 2016 Warrant (\$51,807.19). (Ballou;Siegel)Unanimously approved.
  - 4. MOTION to accept the November 21, 2016 Capital Warrant.(\$1,000.00). (Prechtl-Loper;Siegel) Unanimously approved.

**VI. Library Reports**

**A. Director's Report**

- We had a good response to our second public forum. We now await more details and cost of our project.
- Our Gardiner Grant has been tabled until April 2017.
- We need to vote on the SCLS Budget tonight.

There was a brief discussion regarding where the Friends of the Library book shop would be housed within the library building project. The Board president would like to meet with Friend's President and see a list of the Friend's future goals.

J. Rosenthal spoke about his project with S. Winter regarding WW II Veteran questionnaires. C. Siegel thought it would be good to also offer it to Korean War Veterans.

**B. Personnel**

MOTION to accept the appointment of Laura Rottcamp as part-time Library Aide, Step 1 at \$14.29/hr (Prechtl-Loper;Siegel) Unanimously approved.

## **VII. Unfinished Business**

### **A. Building Committee**

The Library held its second public meeting on Wednesday, November 9. It was positive and well attended. Our next step awaits the details and price tag from the architects.

### **B. Grant Committee**

We received a letter from the Gardiner Foundation regarding our Wall of Honor Grant informing us that our grant was tabled for April 2017. Our grant committee will now focus on state construction grants. No date has been set for the next meeting.

### **C. Fund-raising Committee**

The Fundraising Committee will be sending out an end of year giving letter.

## **VIII New Business**

### **A. Library Audit**

A. Coster gave an in-depth review of the Library's 2016 Audit report.

MOTION to accept the June 30, 2016 Library Audit report as presented by A. Coster of Baldessari and Coster,LLP.

### **B. SCLS Budget**

Board reviewed and discussed SCLS Operating Budget for fiscal year 2017.

MOTION to cast 5 votes in favor of the SCLS FY 2017 Operating Budget as presented. (Ballou;Rosenthal)

Unanimously approved.

## **IX. Comments from the Public**

None present.

## **X. Correspondence and Communications**

At 8:03 PM there was a MOTION to move the meeting into Executive Session to discuss security issues. (Prechtl-Loper;Stapleton) Unanimously approved.

At 8:19 there was a MOTION to resume the Regular Meeting. (Stapleton: Prechtl-Loper) Unanimously approved.

## **XI. Adjournment**

MOTION to adjourn the meeting at 9:00 PM. (Prechtl-Loper;Stapleton) Unanimously approved.

Respectfully submitted,

Tracy Stapleton,  
Secretary, Board of Trustees

**Recorded by Valerie Schwarz**