

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
of the
PORT JEFFERSON FREE LIBRARY
June 26, 2017 Board Meeting
100 Thompson Street
Port Jefferson, NY 11777

Present

John Grossman	President
Christian Neubert	Vice President
Tracy Stapleton	Secretary
Susan PrechtI-Loper	Financial Officer
Lisa Ballou	Trustee
Joel Rosenthal	Trustee
Carl Siegel	Trustee
Thomas Donlon	Library Director
Valerie Schwarz	Assistant Director
Loretta Henry	Business Manager

I. Call to Order

J. Grossman called the meeting to order at 7:01 PM.

II. Approval of the Agenda

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

III. Comments from the Public

None present.

I. Comments from the Board

None.

IV. Approval of the Minutes

MOTION to approve the Minutes for the May 29, 2017 Board of Trustee Meetings.(Siegel;Ballou) (Abstension-Stapleton) Motion passed.

V. Financial Reports

A. Business Manager's Report to the Treasurer given by L. Henry.

B. Comparative Statements of Expenses & Revenue for the month's ending were reviewed.

C. Expenses at a glance for the meeting were reviewed.

1. May 5, 2017, (\$9,805.66) and May 19, 2017 (\$55,019.25) FAO Warrants.
2. May 5, 2017, (\$47,855.12) and May 19, 2017 (\$48,746.83) Payroll Warrants.
3. June 26, 2017 Warrant (\$95,166.10)
4. June 26, 2017 Capital Warrant (\$9,933.34).

MOTION to approve the Financial Warrants (above) as presented. (Siegel;PrechtI-Loper) Unanimously approved.

VI. Director's Report

T. Donlon reported that:

- A petition signed by Thompson Street Resident has been submitted to the Village. Copies were handed out and discussed.
- Site Plan has been completed.
- Gov. Cuomo has signed legislation that enables the Library to apply for DASNY funding.
- The Library was involved in the local Maker Faire and it was a huge success with thousands of people attending.
- Please take note of L. Gavin's report.

B. Personnel

No changes in Personnel for the month of May.

VII. Unfinished Business**A. Building Committee**

Final site plan drawings were recently received. They are now in the hands of land use attorneys, Farrell Fritz.

B. Grant Committee

The Grant committee has submitted three grants and are awaiting responses, due in July.

C. Fundraising Committee

The committee will be meeting in July.

VIII. New Business**A. Re-Organization**

MOTION to accept the 2017-18 Re-Organization document as presented. (Neubert;Rosenthal) Unanimously approved.

B. HVAC

MOTION to approve replacing the HVAC units in the Atrium at a cost not to exceed \$11,400.00. (Seigel;Ballou) Unanimously approved.

IX. Correspondence and Communications

Thank-you note from L. Gavin

X. Comments from the Public

None present at this time.

MOTION to move the meeting into Executive Session at 7:41 PM to discuss personnel issues. (Neubert;Rosenthal) Unanimously approved.

MOTION to move the meeting out of Executive Session at 8:50 PM. (Grossman;Ballou) Unanimously approved.

MOTION to approve the June 26, 2017 Draft Performance Evaluation of the Library Director as the Final Performance Evaluation. (Siegel;Neubert) Unanimously approved.

MOTION to approve an annual salary increase of 2 percent to all non-staff association members. (Siegel;Ballou) Unanimously approved.

XI. Adjournment

MOTION to adjourn the meeting at 8:54 PM. (Siegel;Stapleton) Unanimously approved.

Respectfully submitted,

Tracy Stapleton
Secretary, Board of Trustees