

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
of the
PORT JEFFERSON FREE LIBRARY
held on June 27, 2016 7:00 PM
100 Thompson Street
Port Jefferson, NY 11777

Present

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

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;Siegel) Unanimously approved.

III. A. Comments from the Public

None present.

B. Comments from the Board

C. Seigel commented on how much information was in this packet and how complete the packet was.

J. Rosenthal stated that he appreciated the staff directory.

IV. Approval of Minutes

MOTION to approve the Minutes for the May 23, 2016 Board of Trustees Meeting (Siegel;Ballou)
Motion 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 June meeting were reviewed.

1. MOTION to accept the May 6 (\$10,296.21) May 20, 2016 (\$44,861.51) FAO Warrants. (Siegel;Rosenthal) Unanimously approved.
2. MOTION to accept the May 6 (\$49,980.06) May 20, 2016 (\$48,553.99) Payroll Warrants. (Ballou;Prechtl-Loper) Unanimously approved.
3. MOTION to accept the June 27, 2016 Capital Warrant (\$10,201.13). (Stapleton;Siegel) Unanimously approved.
4. MOTION to accept the June 27, 2016 Warrant.(\$110,365.28). (Stapleton;Rosenthal) Unanimously approved.
5. MOTION to accept the June 30, 2016 Vacation Buy Backs (\$27,964.25) (Stapleton;Ballou) Unanimously approved.
6. MOTION to accept the June 30, 2016 Medical Reimbursements (\$16,956.14) (Prechtl-Loper;Ballou) Unanimously approved.

VI. Library Reports

A. Director's Report

- We must approve our Summer pages at \$9.00 per hour
- The Director would like to know if Trustee training is still on our list of things to do. He noted there is not much interest in securing a date that works for all.
- Our outdoor blue slate is lifting and cracking. It should be fixed by the end of this week. We are not sure what is causing the slates to lift but hopefully our contractor will have an answer.

B. Personnel

MOTION to approve the hire of William Iasso, Gin Albinson, Kathleen Christ, Emma Schoepflin, Calla Kelley-Renda and Anna Cerullo as Summer Library Pages at \$9.00 per hour effective immediately. (Ballou;Prechtl-Loper) Unanimously approved.

VII. Unfinished Business

A. Building Committee

We received the final preliminary historic significance review of 205 E. Main Street property. The Board feels it is a fair and honest assessment of the property. A preliminary time-line was also discussed.

B. Grant Committee

The library was not awarded Ebsco Solar Grant. T. Donlon will try to see if they will be willing to tell us why we were not chosen. The committee is now working on a Grant to be used for the Wall of Honor. In other good news we were awarded a state construction grant for our HVAC equipment in the range of \$66,325.00. The grant committee would like to thank Senator LaValle and Roseanne Bentley for their hard work and assistance in obtaining this grant.

C. Fund-raising Committee

The annual giving letter has been sent out and you should receive your copy shortly. We shall keep you apprised of its outcome.

D. HVAC

MOTION to rescind spending \$16,325 for replacement HVAC equipment as previously voted on at the May 23, 2016 Board of Trustees meeting. (Stapleton;Loper) Unanimously approved.

MOTION to allocate \$66,325.00 from Capital Funds to be spent on HVAC equipment to be refunded by grant checks. (PrechtI-Loper;Siegel) Unanimously approved.

VIII New Business

A. Re-organization

MOTION to accept the 2016-17 Re-organization document as presented. (Stapleton;Ballou) Unanimously Approved.

IX. Comments from the Public

None present.

X. Correspondence and Communications

MOTION to move the meeting into Executive Session at 8:21 PM to discuss personnel issues. (Siegel;Stapleton) Unanimously approved.

MOTION to move the meeting out of Executive Session at 8:34 PM. (Rosenthal;Siegel) Unanimously approved.

MOTION to increase the Assistant to the Business Manager's current rate of pay by 2% effective July 1, 2016. (Loper;Siegel) Unanimously approved.

MOTION to promote Samantha Winter the position of Head of Reference beginning July 1, 2016 at a salary of \$69,687.80. (Neubert;Loper) Unanimously approved.

XI. Adjournment

MOTION to adjourn the meeting at 8:37 PM. (Siegel;PrechtI-Loper) Unanimously approved.

Respectfully submitted,

Tracy Stapleton,
Secretary, Board of Trustees

Recorded by Valerie Schwarz