

**Port Jefferson Free Library  
Library Board of Trustees Meeting  
Library Conference Room 7:00 PM  
December 17, 2018 Minutes**

**Present**

John Grossman	President
Christian Neubert	Vice President
Tracy Stapleton	Secretary
Susan Prechtl-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 7:18 PM following the Meet the Candidates session.

**II. Approval of the Agenda**

MOTION to approve the Agenda. (Siegel;Neubert) Unanimously approved.

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

None.

**B. Comments from the Board**

None.

**IV. Approval of the Minutes**

MOTION to approve the minutes of the November 26, 2018 Board of Trustees Meeting. (Ballou;Prechtl-Loper) Unanimously approved.

**V Financial Reports**

A. Business Manager's report to the Treasurer

B. Comparative Statements of Expenses and Revenue for the month ending November 2018.

C. Expenses at a Glance for December meeting.

1. FAO Warrants of November 2, 2018 (\$48,590.32) November 16, 2018 (\$49,317.35) & November 30, 2018 (\$12,604.56).

2. Payroll Warrants of November 2, 2018 (\$53,093.08) November 16, 2018 (\$53,161.99) & November 30, 2018 (\$55,321.97).

3. Warrant of December 17, 2018 (\$49,056.92)

MOTION to accept all Financial Warrants as presented. (Prechtl-Loper;Rosenthal) Unanimously approved.

MOTION to accept the November 16, 2018 retirement payout (\$3,996.47) warrant of Linda Gavin. (Stapleton; Rosenthal) Unanimously approved.

**VI. Library Reports**

**A. Director's Report**

- Due to a scheduling conflict, our library auditor will be at the January meeting to give his report.
- We need to renew our contract with our library attorney, K. Seaman.
- A 2019 Slate of Officers needs to be in place this evening in preparation of the annual meeting.
- Our Annual Giving Letter was mailed out this week.

**B. Personnel**

MOTION to accept the resignation of Loretta Henry, Business manager effective January 4, 2019. (Stapleton;Ballou) Unanimously approved.

MOTION to interview and hire a full-time Business Manger with a salary not to exceed \$70,000 annually. (Ballou;Siegel) Unanimously approved.

## **VII. Unfinished Business**

### **A. Grants**

The grant committee met on December 14. They are in search of grants for social workers. The Director has reached out to Libraries who have social workers on as staff to gain information on their process.

## **VIII. New Business**

### **A. Library Audit**

Tabled until January 2019.

### **B. Board Officer Nominations**

MOTION that the current slate of Officers remain in place for the 2019 year. (Stapleton;Neubert ) Unanimously approved.

### **C. Preliminary Budget Discussion**

A preliminary budget for the 2019-20 year was distributed among the Trustees for review.

### **D. Library Attorney**

MOTION to renew our contract with Kevin Seaman as General Counsel for an annual retainer of \$4,000; and as Labor Counsel for an annual retainer of \$4,000 for the year of 2019. (Stapleton;Neubert) Unanimously approved.

## **IX. Correspondence and Communication**

None

## **X. Comments from the public**

Trustee Candidate L. Hallarman recommends looking for grants through the US Dept. of Health and Human service for recently signed Trump Administration grant awards to combat the opioid crisis.

MOTION to move the meeting into Executive session at 7:42 PM to discuss personnel issues. (Siegel;Rosenthal) Unanimously approved.

MOTION to move the meeting out of Executive Session at 8:08 PM

## **XI. Adjournment**

MOTION to adjourn the meeting at 8:13 PM. (Stapleton;Neubert) Unanimously approved.

Respectfully submitted,

Tracy Stapleton,  
Secretary, Board of Trustees