

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
of the
PORT JEFFERSON FREE LIBRARY
held November 16, 2015
100 Thompson Street
Port Jefferson, NY 11777

Present

Laura Hill Timpanaro	President
John Grossman	Vice President
Tracy Stapleton	Secretary
Susan Precht-Loper	Financial Officer
Lisa Ballou	Trustee
Christian Neubert	Trustee
Patricia Harsch	Business Manager
Thomas Donlon	Interim Director
Valerie Schwarz	Interim Assistant Director

I. Call to Order

J. Grossman called the meeting to order at 7:06 PM.

II. Approval of the Agenda

MOTION to approve the agenda. (Grossman;Ballou) Unanimously approved.

III. Comments from the Public

None present.

I. Comments from the Board

There was a discussion regarding Basecamp and if the Board is still using it. A question arose regarding who would like to still receive Basecamp emails.

IV. Approval of the Minutes

MOTION to approve the Minutes for the Board Meeting held on October 26, 2015. (Ballou;Neubert) Unanimously approved.

V. Financial Reports

A. Business Manager's Report to the Treasurer given by P. Harsch. Items discussed were: the Affordable Health Care Act, Comp. time, Sunday hours and payroll. As per the IRS, the library must pass a resolution regarding what they are calling a "look back."

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

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

1. MOTION to accept the October 9, 2015 (\$8,652.45) and October 23, 2015 (\$48,012.04) FAO Warrants. (Grossman;Stapleton) Unanimously approved.

2. MOTION to accept the October 9, 2015 (\$53,091.88) and October 23, 2015 (\$54,286.28) Payroll Warrants. (Stapleton;Grossman) Unanimously approved.

3. MOTION to accept the November 16, 2015 Warrant (\$31,963.60). (Grossman;Stapleton) Unanimously approved.

4. MOTION to accept the November 16, 2015 Capital Warrant (\$2,295.00). (Grossman;Stapleton) Unanimously approved.

Motion to transfer \$150,301.00 from the General Fund into the Capital Fund for expenses related to upcoming building projects. (Grossman;Ballou) Unanimously approved.

VI. Director's Report

T. Donlon reported that:

- Library would like to purchase a 3-D printer. Board discussed writing a policy for the 3-D printer.
- New mouse pads and shelf talkers designed by Nikki Greenhalgh were displayed.
- We need to reclassify our custodians since A. Lipski handed in his resignation to begin a new business venture.
- We will be gathering HVAC price quotes to evaluate and possibly repair our HVAC systems.
- Four Trustee applications have been returned and the four will be running for three trustee seats available in January.

The board discussed "for profit" entities using the library for free craft programs. It has been noted that this is something the library should looking out for.

B. Personnel

MOTION to accept the resignation of half time custodian Aaron Lipski and reclassify him to substitute custodian, Step 1-\$17.45 per hour.(Stapleton;Ballou) Unanimously approved.

MOTION to reclassify Substitute Custodian, Thomas Cleary to half time custodian, Step 1-\$17.45 per hour.(Stapleton;Ballou) Unanimously approved.

VII. Unfinished Business**A. Planning**

L. Timpanaro gave an short update on Planning. She states that not much has happened since the last board meeting 3 weeks ago.

VIII. New Business**A. SCLS Budget**

Motion to cast 5 Votes in favor of the SCLS FY 2016 Operating Budget as presented.
(Ballou;Prechtl-Loper) Unanimously Approved.

B. 3-D

MOTION to purchase a 3-D printer not to exceed \$3,900. (Grossman;Stapleton) Unanimously approved.

IX. Correspondence and Communications**X. Comments from the Public**

None present.

At 8:10 PM there was a MOTION to move the meeting into Executive Session. (Grossman;Ballou) Unanimously approved.

At 8:55 PM there was a MOTION to resume the regular meeting. (Grossman;Neubert)
Unanimously approved.

Minutes of the October 26 Board of Trustee Meeting were re-examined, reviewed and amended. MOTION to accept amended minutes of the Board of Trustee Meeting held October 26, 2015. (Stapleton;Neubert) Unanimously approved.

X. Adjournment

MOTION to adjourn the meeting at 9:15 PM. (Stapleton;Grossman) Unanimously approved.

Respectfully submitted,

Tracy Stapleton
Secretary, Board of Trustees