

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
of the
PORT JEFFERSON FREE LIBRARY
held December 14, 2015
100 Thompson Street
Port Jefferson, NY 11777

Present

Laura Hill Timpanaro	President
John Grossman	Vice President
Tracy Stapleton	Secretary
Susan Prechtel-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

L. Timpanaro called the meeting to order at 7:04 PM.

II. Approval of the Agenda

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

III. Comments from the Public

None present.

I. Comments from the Board

President Timpanaro thanked everyone for all they have done over the past few months. She states there has been so much movement and change and it is very exciting. We had a great year and hope we can continue the momentum. L. Ballou stated that the outdoor Christmas lights were very nicely done. C. Neubert stated that he will be unable to attend the Meet the Candidates evening in January due to a scheduling conflict. C. Neubert also states that the PJ Fire Dept. will be arranging a program at the Library's 114 Thompson St. property that will take place on one or two Sundays in January. He will arrange the details with T. Donlon and neighbors will be notified. Signs will need to be posted and a notification letter drafted to neighbors on Thompson Street. The Trustees are in favor of this program.

IV. Approval of the Minutes

MOTION to approve the Minutes for the Board Meeting held on November 16 and the Special Meeting of November 23, 2015. (Stapleton;Neubert) Unanimously approved.

V. Financial Reports

A. Business Manager's Report to the Treasurer given by P. Harsch.

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 November 6, 2015 (\$6,645.36) and November 20, 2015 (\$50,339.25) FAO Warrants. (Neubert;Ballou) Unanimously approved.

2. MOTION to accept the November 6, 2015 (\$53,563.05) and November 20, 2015 (\$56,824.10) Payroll Warrants. (Neubert;Ballou) Unanimously approved.

3. MOTION to accept the December 14, 2015 Warrant (\$65,045.43). (Neubert;Ballou) Unanimously approved.

4. MOTION to accept the December 14, 2015 Capital Warrant (\$2,000.00). (Neubert;Ballou) Unanimously approved.

VI. Director's Report

T. Donlon reported that:

- Our custodian P. Richters has resigned and we need to replace him.
- Our Dickens weekend was a success with a phenomenal turn out. They opened up 205 Main earlier than expected due to a large turn out. The Mayor and her mother were in attendance. B. Ransome gave a well attended program on the History of the Dickens festivals.
- Both of our HVAC units are down and cannot be repaired. We have obtained price quotes. We will need to vote on this tonight.
- I have met with LaValle's aide and presented them with our proposal.
- Our new 3-D printer was delivered this past Saturday.

B. Personnel

MOTION to accept the resignation of half time custodian Paul Richters and fill the position with a substitute custodian, Step 1-\$17.45 per hour.(Grossman;Prechtl-Loper) Unanimously approved.

VII. Unfinished Business

A. Policy Committee Report

L. Ballou stated that the committee is meeting this Wednesday and they will be working on a Internet Policy and 3-D Printer policy.

B. Building and Planning

L. Rosner gave an short update on Planning. He recommends that the Board hire a separate land use attorney for the building project since the properties are located in a historic district. Land use attorneys help the library with the contracts for the architectural and engineering dealing with complex construction. They also are highly skilled in municipal laws. The Board Reviewed and compared various land use attorneys. After comparing quotes, there was a MOTION to retain the legal services of FarrellFritz PC to represent the Port Jefferson Free Library in connection with the planned Library expansion and renovation. (Grossman;Stapleton) Unanimously Approved.

L. Rosner also discussed using a flat fee vs. a percentage fee structure for the building project. After polling different libraries, the board recommends using the flat fee. It keeps the project's cost from increasing if Architect wants to add additional changes/cost.

MOTION to renew the retainer contract with Kevin Seaman as Library attorney at an annual rate of \$8,000 effective for the fiscal year of 2016. (Neubert;Grossman) Unanimously Approved.

C. Library HVAC Units

Two of the Library's HVAC units are broken and cannot be repaired. Two quotes were obtained. The two new units are more energy efficient and will pay for themselves in 8 years.

MOTION to replace two main Library HVAC units at a cost not to exceed \$4,000. (Neubert;Grossman) Unanimously Approved.

VIII. New Business

A. Board Officer Nominations

J. Grossman nominated the current slate of officers for the upcoming year. Seconded by T. Stapleton. (Grossman;Stapleton) Unanimously Approved.

B. Preliminary Budget Discussion

Board reviewed and discussed various Budget scenarios. The Board would like to see the budget close to the previous year's numbers with an eye on keeping library programs, books and services as a high priority.

C. Library Affordable Care Act Resolution

MOTION to adopt the Library Affordable Care Act Compliance Resolution as amended. (Grossman;Neubert) Unanimously approved.

IX. Correspondence and Communications

X. Comments from the Public

None present.

At 9:05 PM there was a MOTION to move the meeting into Executive Session. (Ballou;Stapleton) Unanimously approved.

At 9:20 PM there was a MOTION to resume the regular meeting.(Stapleton;Grossman) Unanimously approved.

RESOLVED, that in consideration of the services rendered and to be rendered by Valerie Schwarz as Interim Assistant Director from January 1 through July 1, 2106 that she is to receive the stipend of \$4,000. (Neubert;Ballou) Unanimously approved.

X. Adjournment

MOTION to adjourn the meeting at 9:23 PM. (Neubert;Stapleton) Unanimously approved.

Respectfully submitted,

Tracy Stapleton
Secretary, Board of Trustees

Recorded by V. Schwarz