

Port Jefferson Free Library
Minutes of the Special Board of Trustee Meeting
of Monday, March 21, 2016

Library Conference Room **5:45 PM**

Present

John Grossman	President
Christian Neubert	Vice President (absent with excuse)
Tracy Stapleton	Secretary
Susan Prechtel-Loper	Financial Officer
Lisa Ballou	Trustee
Joel Rosenthal	Trustee
Carl Siegel	Trustee
Thomas Donlon	Interim Director
Valerie Schwarz	Interim Assistant Director

I. Call to Order

MOTION to call the Special meeting to order at 5:50 PM. (Ballou;Rosenthal) Unanimously approved

II. Comments from the Public

None present.

Comments from the Board

President J. Grossman requested that Trustees take home the Strategic Plan to review and familiarize themselves with it. Trustees should prepare to have a good working session at the next meeting regarding the Strategic Plan.

III. Unfinished Business

A. Business Manager Discussion

At 5:53 PM there was a MOTION to move the meeting into Executive Session to discuss a personnel issue. (Stapleton;Siegel) Unanimously approved.

At 6:04 PM there was a MOTION to resume the regular meeting. (Ballou;Rosenthal) Unanimously approved.

MOTION to rescind the employment appointment of Elanie Knapp-previously adopted on February 22, 2016 and appoint Danielle Menchise to the position of Business Manager at a salary of \$64,000 annually effective March 22, 2016. (Siegel;Prechtel-Loper) Unanimously approved.

X. Adjournment

MOTION to adjourn the meeting at 6:05 PM. (Stapleton;Ballou) Unanimously approved.

Respectfully submitted,

Tracy Stapleton

