

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
of the
PORT JEFFERSON FREE LIBRARY
held on April 25, 2016 7:00 PM
100 Thompson Street
Port Jefferson, NY 11777

Present

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

I. Call to Order

J. Grossman called the meeting to order at 7:00 PM.

II. Approval of the Agenda

MOTION to accept the Meeting's agenda as presented. (Neubert;Rosenthal)
Unanimously approved.

III. A. Comments from the Public

None present.

B. Comments from the Board

None.

IV. Approval of Minutes

MOTION to approve the Minutes for the March 28 Budget Info. Meeting and March 28 Board of Trustees Meeting (Siegel;Stapleton) Motion Unanimously approved.

Guest Speaker: P.J. School District-Assistant Superintendent of Business Sean Leister presented a power point presentation of the School District's 2016-17 Operating Budget.

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 April meeting were reviewed.
 - 1. MOTION to accept the March 11 (\$10,689.04) March 25, 2016 (\$39,742.30) FAO Warrants. (Siegel;Rosenthal) Unanimously approved.
 - 2. MOTION to accept the March 11 (\$48,233.51) March 25, 2016 (\$48,772.95) Payroll Warrants. (Ballou;Stapleton) Unanimously approved.
 - 3. MOTION to accept the April 25, 2016 Capital Warrant (\$2,000.00). (Stapleton;Siegel) Unanimously approved.
 - 4. MOTION to accept the April 25, 2016 Warrant.(\$62,603.20). (Stapleton;Siegel) Unanimously approved.

VI. Library Reports

A. Director's Report

- Congratulations our Budget passed 110 to 10.
- Utica Insurance denied our claim for the broken water pipe damage to 205 E. Main Street. With such a small claim it is not worth the attorney fees to dispute it.
- We received a \$500 village zoning infraction for not submitting a Certificate of Occupancy for the downstairs business office conversion. We are currently working on obtaining the Certificate to comply.
- National Grid has taken out the gas meter for 205 E. Main Street.
- We need to accept Phyllis Reed's letter of resignation.

B. Personnel

MOTION to accept the resignation of Librarian Phyllis Reed. (Siegel;Neubert) Unanimously accepted.

VII. Unfinished Business**A. Building Committee**

The measuring of the elevation of all 3 properties for the topographical study has been completed. K. Walsh of BBS Architects has completed measuring the library building. A tentative time line was discussed. A Public forum should take place in late July or August.

B. Policy Committee

MOTION to adopt the Policy for 3-D Printing as presented. (Stapleton;Siegel) Unanimously approved.

C. Grant Committee

Committee states that they are at the final stage and ready to submit the Ebsco Grant for solar panels.

D. Fund-raising Committee

Director met with Ivy Library and will work on an annual giving letter to fund the study porch renovation. It is a smaller project and a good way to break into fund-raising.

E. Tax Cap

RESOLVED, in order to comply with the requirements of section 3-D the resolution that was adopted by the Port Jefferson Free Library on February 1, 2016 are hereby rescinded in its entirety. (Siegel;Stapleton) Unanimously approved.

VIII New Business**IX. Comments from the Public**

None present.

X. Correspondence and Communications**A. A. Butera correspondence**

Letter and Director's response was reviewed and discussed.

XI. Adjournment

MOTION to adjourn the meeting at 8:35 PM. (Siegel;Neubert) Unanimously approved.

Respectfully submitted,

Tracy Stapleton,
Secretary, Board of Trustees

Recorded by Valerie Schwarz