

**Port Jefferson Free Library**  
**Minutes of the Special Board of Trustee Meeting**  
**of Monday, April 19, 2016**  
Library Conference Room      **7:00 PM**

**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 (absent with excuse)
Thomas Donlon	Interim Director
Valerie Schwarz	Interim Assistant Director

**I. Call to Order**

J. Grossman called the Special Meeting to order at 7:05 PM.

**II. Comments from the Public**

None present.

**Comments from the Board**

None.

**III. Unfinished Business**

**A. Business Manager Discussion**

MOTION to rescind the employment appointment of Danielle Menchise-previously adopted on March 21, 2016 and appoint Loretta Henry, CPA to the position of Business Manager at a salary of \$70,000.00 annually, effective April 18, 2016. (Rosenthal;Neubert) Unanimously approved.

At 7:12 there was a MOTION to move the meeting into Executive Session to discuss personnel. (Neubert: PrechtL-Loper) Unanimously approved.

At 8:40 PM there was a MOTION to resume the regular meeting. (PrechtL-Loper;Stapleton) Unanimously approved.

L. Ballou inquired as to why the library financial warrants were not being supplied in the board packets. J. Grossman said they will be supplied at the evening of the board meeting and that they will be available in the library for review when the board packets are completed and ready for pick up.

**X. Adjournment**

MOTION to adjourn the meeting at 8:48 PM. (PrechtL-Loper;Stapleton) Unanimously approved.

Respectfully submitted,

Tracy Stapleton