

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

Present

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

I. Call to Order

J. Grossman called the meeting to order at 7:02 PM.

II. Approval of the Agenda

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

III. A. Comments from the Public

None present.

B. Comments from the Board

Happy summer! It is going by very fast.

IV. Approval of Minutes

MOTION to approve the Minutes for the June 27, 2016 Board of Trustees Meeting (Neubert;Ballou)
Motion Unanimously approved.

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 July meeting were reviewed.

1. MOTION to accept the June 3 (\$6,527.78) June 17, 2016 (\$46,956.73) FAO Warrants. (Neubert;Rosenthal) Unanimously approved.
2. MOTION to accept the June 3 (\$49,387.92) June 17, 2016 (\$46,362.99) Payroll Warrants. (Neubert;Rosenthal) Unanimously approved.
3. MOTION to accept the July 25, 2016 Warrant (\$46,507.85). (Neubert;Prechtl-Loper) Unanimously approved.
4. MOTION to accept the July 25, 2016 Capital Warrant.(\$9,838.90). (Neubert;Prechtl-Loper) Unanimously approved.

VI. Library Reports

A. Director's Report

- There are no personnel changes for the month of June.
- The Director states there is not much to speak of this month. It has been very busy with Summer Reading Program activities in full swing.

VII. Unfinished Business

A. Building Committee

The Planning Committee met with BBS Architects who presented preliminary drawings. The scope of this project is limited by parking. Some additional parking can be garnered by variances and land banked parking. A discussion ensued about what modifications can be accomplished within this project. The committee had a beneficial meeting with N. Acampora, President of the Historical Society. A preliminary charrette should happen this September to identify the resident's ideas.

B. Grant Committee

The library was not awarded the Ebsco Solar Grant. Ebsco was contacted for feed-back. They felt we had a strong case and recommend to re-submit again in the future. The committee is currently working on the Grant to be used for the Wall of Honor.

C. Fund-raising Committee

A roster of the donations received to date was shared among Board members. Of note local patron and Friend of the Library, Sandra Swenk has donated \$1,000. The fund-raising committee is due to meet shortly.

VIII New Business

A. Budget and Refinance

MOTION to approve the Comsewogue-Port Jefferson Library Services Joint Contract 2016-17 for service to Miller Place. (Prechtl-Loper;Ballou) Unanimously passed.

MOTION to approve the Comsewogue-Port Jefferson Library Services Joint Contract 2016-17 for service to Mount Sinai. (Prechtl-Loper;Ballou) Unanimously passed.

B. NYLA

MOTION to approve NYLA Conference attendance of T. Donlon and Erin Schaarschmidt which includes hotels, meals, Conferences and travel not to exceed \$2,500.00. (Ballou;Prechtl-Loper) Unanimously passed.

IX. Comments from the Public

None present.

X. Correspondence and Communications

MOTION to move the meeting into Executive Session at 7:54 PM to discuss personnel issues. (Rosenthal;Ballou) Unanimously approved.

MOTION to move the meeting out of Executive Session at 8:07 PM. (Ballou;Prechtl-Loper) Unanimously approved.

MOTION to renew contract with L. Rosner at a rate of \$2,000 per month beginning August 1, 2016. (Loper;Ballou) Unanimously approved.

MOTION to approve the retroactive salary adjustment schedule as presented, (Ballou;Neubert) Unanimously approved.

XI. Adjournment

MOTION to adjourn the meeting at 8:08 PM. (Neubert;Rosenthal) Unanimously approved.

Respectfully submitted,

John Grossman,
President, Board of Trustees

Recorded by Valerie Schwarz