

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES**  
of the  
**PORT JEFFERSON FREE LIBRARY**  
held on **October 24, 2016** 7:00 PM  
100 Thompson Street  
Port Jefferson, NY 11777

**DRAFT**

**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 (absent with excuse)
Carl Siegel	Trustee
Tom Donlon	Library Director
Valerie Schwarz	Assistant Director
Loretta Henry	Business Manager

**I. Call to Order**

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

**II. Approval of the Agenda**

MOTION to accept the Meeting's agenda as presented. (Siegel;Ballou) 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 September 26, 2016 Board of Trustees Meeting. (Siegel;Ballou) 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 October meeting were reviewed.
  1. MOTION to accept the September 9 (\$15,660.40) and September 23 (\$45,903.82) FAO Warrants. (Prechtl-Loper;Siegel) Unanimously approved.
  2. MOTION to accept the September 9 (\$48,124.58) and September 23 (\$48,694.74) Payroll Warrants. (Ballou;Prechtl-Loper)Unanimously approved.
  3. MOTION to accept the October 24, 2016 Warrant (\$38,602.68). (Ballou;Siegel)Unanimously approved.
  4. MOTION to accept the October 24, 2016 Capital Warrant.(\$1,036.00). (Prechtl-Loper;Siegel) Unanimously approved.

**VI. Library Reports**

**A. Director's Report**

- Librarian Trainee Caitly Stever has resigned.She will be moving upstate. We will be voting to accept her resignation and move Venus Chavez to the Librarian Trainee position. We will also need to replace Venus Chavez's hours as a Library Aide.
- Custodian Tom Cleary has resigned taking a position in his field of finance. We will be voting to accept his resignation and move our substitute custodian Scarlin Velasquez to replace him. Tom Cleary will stay on as a substitute.
- We need to approve the hire of Rosario Barry as a part-time Library Aide.
- The Library has experienced 2 separate security incidents. On Wednesday, September 28 it was discovered that the Library's iphone and Apple watch had been stolen. A review of the video captures the four youths stealing the items. Arrest warrants have been secured for them. The second incident occurred a week later in the Teen Center where some of the same individuals were found drinking in the Teen Center and were asked to leave.
- Lee Rosner has reduced his fee for the slow months with the right to raise it back during the more active months.

**B. Personnel**

MOTION to accept the resignation of Librarian Trainee Caitlyn Stever. (Siegal;Neubert) Unanimously approved.

MOTION to accept the resignation of custodian Tom Cleary and reclassify him to sub. status, same step and salary. (Siegel;Neubert) Unanimously approved.

MOTION to change the satus of substitute custodian Scarlin Velasquez to part-time status, same step and salary. (Siegel;Neubert) Unanimously approved.

MOTION to hire Rosario Barry as part-time Library Aide, Step 1 at \$14.29/hr. (Ballou;Prechtl-Loper) Unanimously approved.

MOTION to change the status of part-time Library Aide Venus Chavez to part-time Librarian Trainee, Step-8/\$28.29/hr. (Prechtl-Loper;Seigel) Unanimously approved.

MOTION to hire a part-time Library Aide, Step-1 at \$14.29/hr. (Siegel;Ballou) Unanimously approved.

## **VII. Unfinished Business**

### **A. Building Committee**

On October 12 the Building Committee met where the preliminary design was unveiled by the architects. T. Donlon discussed the design and presented it to the Board along with a video of the design. The Library will hold its second public meeting in November.

### **B. Grant Committee**

The Wall of Honor Grant was submitted to the Robert David Lion Gardiner Foundation. The Committee will now focus on state construction grants.

### **C. Fund-raising Committee**

The Fundraising Committee will be focused on a new giving letter for the end of the year.

## **VIII New Business**

Trustee L. Ballou had a question regarding opening up the Children's program registration for non-Port Jefferson Library cardholders. L. Ballou wanted to know if the programs were running at full capacity. The Director T. Donlon stated yes.

## **IX. Comments from the Public**

None present.

## **X. Correspondence and Communications**

## **XI. Adjournment**

MOTION to adjourn the meeting at 8:34 PM. (Siegel;Neubert) Unanimously approved.

Respectfully submitted,

John Grossman,  
President, Board of Trustees