

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
of the
PORT JEFFERSON FREE LIBRARY
held on **December 19, 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 (absent with excuse)
Carl Siegel	Trustee
Tom Donlon	Library Director (absent with excuse)
Valerie Schwarz	Assistant Director
Loretta Henry	Business Manager

I. Call to Order

J. Grossman called the meeting to order at 7:01 PM.

II. Approval of the Agenda

MOTION to accept the Meeting's agenda as presented. (Siegel;Stapleton) 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 November 21, 2016 Board of Trustees Meeting. (Siegel;Stapleton) 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 December meeting were reviewed.
 1. MOTION to accept the November 4, 2016 (\$11,215.63) and November 18, 2016 (\$44,512.21) FAO Warrants. (Siegel;Neubert) Unanimously approved.
 2. MOTION to accept the November 4 (\$50,298.27) and November 18 (\$51,399.23) Payroll Warrants. (Siegel;Ballou)Unanimously approved.
 3. MOTION to accept the December 19, 2016 Warrant (\$371,109.02). (Ballou;Siegel)Unanimously approved.
 4. MOTION to accept the December 19, 2016 Capital Warrant.(\$1,000.00). (Ballou;Siegel) Unanimously approved.

VI. Library Reports

A. Director's Report

V. Schwarz reported that:

- We would like to see some guidance to where the board would like to see the budget land.
- There are some personnel issues that need to be decided so that the library can move forward.
- We must complete the Board Officer nominations this evening.
- She reminded the board that the Annual Meeting will take place on January 11 and will need Trustee attendance in both the morning to open the meeting and in the evening to close the meeting.
- Our end of year fundraising letter has been mailed out.
- Dickens festival was a huge success. We had over 3,500 attendees.

B. Personnel

MOTION to accept the resignation of Anthony Bliss and allow Director to fill the open position. (Stapleton;Siegel) Unanimously approved.

MOTION to accept the resignation of Mary McNulty and change her status from part-time to substitute Circulation Clerk-same step and salary. (Siegel;Ballou) Unanimously approved.

MOTION to fill the vacated part-time Circulation Clerk. (Siegel;Ballou) Unanimously approved.

VII. Unfinished Business

A. Building Committee

The Building committee is waiting on the site plan review. They committee will not meet until after the New Year.

B. Grant Committee

The Grant committee will have the Director of the Gardiner Foundation visit our current Wall of Honor and give us information beneficial to help us obtain a more substantial grant. The committee will not meet until after the New Year.

C. Fund-raising Committee

The end of year letter has been sent. Donations are just beginning to arrive. The Fundraising Committee will meet after the New Year.

President J. Grossman stated that he is happy the way the committees have been running and he appreciates the time that everyone is putting into them. As we move forward he would like to keep the momentum going.

VIII New Business

A. Board Officer Nominations

The current slate of officers was nominated for the upcoming year. (Neubert; Stapleton) Unanimously approved.

B. Preliminary Budget Discussion

Business Manager, L. Henry reviewed, discussed and answered questions regarding the budget. A more detailed budget will be presented at the next board meeting. The Board would like to remain within the tax cap.

C. Technology Plan

The technology plan was tabled until next month. The Board should review the plan at home and be ready to approve at the January meeting.

D. Library Attorney

MOTION to renew the retainer contract with Kevin Seaman as Library attorney at an annual rate of \$8,000 effective for the calendar year of 2017. (Stapleton; Ballou) Unanimously approved.

IX. Comments from the Public

None present.

X. Correspondence and Communications

XI. Adjournment

MOTION to adjourn the meeting at 8:05 PM. (Stapleton; Siegel) Unanimously approved.

Respectfully submitted,

Tracy Stapleton,
Secretary, Board of Trustees