

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
of the
PORT JEFFERSON FREE LIBRARY
January 30, 2017 Board Meeting
100 Thompson Street
Port Jefferson, NY 11777

Present

John Grossman	President
Christian Neubert	Vice President
Tracy Stapleton	Secretary (absent with excuse)
Susan PrechtI-Loper	Financial Officer
Lisa Ballou	Trustee
Joel Rosenthal	Trustee
Carl Siegel	Trustee
Thomas 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 approve the agenda. (PrechtI-Loper;Siegel) Unanimously approved.

III. Comments from the Public

None present.

I. Comments from the Board

Trustee J. Rosenthal distributed and discussed a War and Memories questionnaire that was a joint effort with Librarian S. DiGiacomo.

IV. Approval of the Minutes

MOTION to approve the Amended Minutes for the Annual Meeting held on January 13, 2016 along with the December 19, 2016 Board of Trustee Meeting. (Siegel;PrechtI-Loper) Unanimously approved.

V. Financial Reports

A. Business Manager's Report to the Treasurer given by L. Henry.

B. Comparative Statements of Expenses & Revenue for the month's ending were reviewed.

C. Expenses at a glance for the meeting were reviewed.

1. MOTION to accept the December 2, 2016, (\$8,481.76) and December 16, 2016 (\$43,993.40) FAO Warrants. (Neubert;Ballou) Unanimously approved.

2. MOTION to accept the December 2, 2016, (\$49,133.99) December 16, 2016 (\$51,007.16) and December 30, 2016 (\$49,845.67) Payroll Warrants.(Neubert;Ballou) Unanimously approved.

3. MOTION to accept the January 23, 2017 Warrant (\$52,883.09). (Ballou;Siegel) Unanimously approved.

4. MOTION to accept the January 23, 2017 Capital Warrant (\$3,229.10). (Siegel;Rosenthal) Unanimously approved.

VI. Director's Report

T. Donlon reported that:

- The Port Jefferson Elementary schools have dropped their language program so we will be holding a series of elementary level spanish language programs at the Library.

- Director has attended the Friends meeting on January 23. He met with friends to discuss the future building project with them.

- We have a few personnel issues to attend to tonight. We have to hire a new Security Guard and also to fill A. Bliss' vacated position.

- The 6th precinct will be coming to our board meeting in September.

- We need to have our elevator's motion sensor replaced. They will be coming next Tuesday.

B. Personnel

MOTION to accept the resignation of Security Guard Karl Johnson effective immediately.(Neubert;Siegel) Unanimously approved.
MOTION to hire Afshin Milani as a part-time Security Guard, Step 1-\$17.80, effective immediately.(Neubert;Ballou) Unanimously approved.

MOTION to hire Jiahui Chen as a quarter-time Circulation Clerk, Step 1 \$17.80 per hour.(Neubert;Siegel) Unanimously approved.
MOTION to change the status of Librarian Trainee Khan DeRenzo from quarter-time to half-time status.(Siegel;Ballou) Unanimously approved.

MOTION to hire Diana Carillo as a part-time Children's Librarian, Step 1, \$31.72 per hour. (Ballou;Siegel) Unanimously approved.
MOTION to hire Tara Ragona as a part-time Teen Services Librarian, Step 1, \$31.72 per hour (Prechtl-Loper) Unanimously approved.

VII. Unfinished Business

A. Building Committee

Director reported that we are still in the paperwork stage. BBS in 90 percent completed with the cost estimate. Committee will meet soon and will notify everyone, once the final cost numbers are provided.

B. Grant Committee

The Ebsco Solar Grant Grant is being offered again for 2017. The committee will be meeting this week to discuss additional grant options.

C. Fundraising Committee

The end of year letter has been sent and donations are trickling in. The Library also received a \$2000.00 check from Brevity. The fundraising committee will be meeting in February to discuss fundraising strategies.

D. Technology Plan

MOTION to adopt the 2016-2019 Technology plan as presented. (Neubert;Rosental) Unanimously approved.

E. Slate of Officers

MOTION to elect the current slate of Officers as the 2017 slate of officers.(Neubert;Rosenthal) Unanimously approved.

President:	John Grossman
Vice President:	Christian Neubert
Secretary:	Tracy Stapleton
Financial Officer:	Susan Prechtl-Loper

F. Library Budget 2017-18

WHEREAS, the adoption of the 2017-2018 Fiscal Year budget for the Port Jefferson Free Library may require a tax levy increase that exceeds the tax cap imposed by state law as outlined in General Municipal Law Section 3-c adopted in 2011; and while it is not this Board's intention to exceed the New York State Tax Cap, we are very concerned with the lack of timely guidance, cooperation, and information coming from the New York State agencies charged with enforcing this law.

We feel it is necessary to enact this override resolution in order to protect our community's investment in their public library. This will make our community immune from any errors, omissions, or other difficulties arising from the enforcement of this law.

WHEREAS, General Municipal Law Section 3-c expressly permits the library board to override the tax levy limit by a resolution approved by a vote of sixty percent of qualified board members; now therefore be it

RESOLVED, that the Board of Trustees of the Port Jefferson Free Library voted and approved to exceed the tax levy limit for the 2017-2018 Fiscal Year by at least the sixty percent of the board of trustees as required by state law on January 30, 2017. (Neubert;Ballou) Resolution unanimously approved.

A RESOLUTION ADOPTING A BUDGET FOR THE FISCAL YEAR COMMENCING JULY 1, 2017 AND ENDING JUNE 30, 2018, MAKING APPROPRIATIONS FOR THE OPERATION OF THE PORT JEFFERSON FREE LIBRARY FOR SUCH A PERIOD.

WHEREAS, This board has met at the time and place required to deliberate on the proposed operating budget for fiscal year 2017-2018 and heard all persons desiring to be heard thereon; now, therefore, be it RESOLVED, The sum of \$ 3,038,619.00 be approved for the general use and maintenance of the Port Jefferson Free Library during the fiscal year July 1, 2017-June 30, 2018, which said sum shall be raised by the taxation on the taxable property in Union Free School District #6, and that the Board of Education of said district be authorized and directed to collect said sum as provided by section 416 of the education law.

(Neubert;Siegel) Resolution unanimously approved.

VIII. New Business

A. NYLA Advocacy Day

MOTION to approve the Library Director to attend NYLA Advocacy Day in Albany on February 28 through March 1. Cost not to exceed \$350.00 (Neubert;Ballou) Unanimously approved.

IX. Correspondence and Communications

X. Comments from the Public

None present.

XI. Adjournment

MOTION to adjourn the meeting at 8:27 PM. (Neubert;Siegel) Unanimously approved.

Respectfully submitted,

John Grossman
President, Board of Trustees