

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
of the
PORT JEFFERSON FREE LIBRARY
February 27, 2017 Board Meeting
100 Thompson Street
Port Jefferson, NY 11777

Present

John Grossman	President
Christian Neubert	Vice President
Tracy Stapleton	Secretary
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 7:06 PM.

II. Approval of the Agenda

MOTION to approve the agenda. (Neubert;Rosenthal) Unanimously approved.

III. Comments from the Public

A few Thompson Street residents were in attendance at the meeting to inquire about the library's plan for 114 Thompson Street. Comment cards with the resident's contact information were collected.

I. Comments from the Board

Board President, J. Grossman stated that there is a Policy in place for public participation at our meeting and that public may make comments but the board is not required to answer individual questions or comments during the meeting. A comment card with contact information may be filled out and the Library Director will be in contact following the meeting if contact information is provided.

IV. Approval of the Minutes

MOTION to approve the Minutes for the January 30, 2017 Board of Trustee Meeting. (Siegel;Rosenthal) (1-Abstention;T. Stapleton) Motion 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 January 13, 2017, (\$12,932.44) and January 27, 2017 (\$46,692.48) FAO Warrants. (Rosenthal;Siegel) Unanimously approved.

2. MOTION to accept the January 13, 2017 (\$48,544.05) and January 27, 2017 (\$47,002.71) Payroll Warrants.(PrechtI-Loper;Rosenthal) Unanimously approved.

3. MOTION to accept the February 27, 2017 Warrant (\$73,400.99). (Ballou;Rosenthal) Unanimously approved.

4. MOTION to accept the February 27, 2017 Capital Warrant (\$1,000.00). (Ballou;Rosenthal) Unanimously approved.

MOTION to transfer \$800.00 from the Capital fund into programs. (Ballou;Rosenthal) Unanimously approved.

VI. Director's Report

T. Donlon reported that:

- We will be transferring \$800 from Capital funds into programs to compensate for the series of elementary level spanish language programs added to the Library's children's programming.
- Our new hires have started at the Library and are all acclimating well.
- Our fee for our contract districts has risen.

B. Personnel

MOTION to accept the resignation of Library Aide, Phillip Yacovelli effective immediately.(Neubert;Siegel) Unanimously approved.

VII. Unfinished Business**A. Building Committee**

There was a building committee meeting. Further testing on the soil must be done before we can move forward.

B. Grant Committee

The Grant committee met and they will be resubmitting the Ebsco Solar Grant.

C. Fundraising Committee

The fundraising committee meeting set for February was snowed out. They shall try and meet within the next few weeks.

VIII. New Business**A. State Report**

MOTION to approve the Port Jefferson Free Library Annual Report for Public and Association Libraries 2016-pending SCLS approval. (Siegel;Rosenthal) Unanimously approved.

IX. Correspondence and Communications**X. Comments from the Public**

None present at this time.

Trustee J. Rosenthal commented that our book displays at the Library are very good and he enjoys them. He asked to pass along this information to whoever is working on them.

XI. Adjournment

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

Respectfully submitted,

Tracy Stapleton
Secretary, Board of Trustees