

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

Present

| | |
|---------------------|-------------------------------------|
| John Grossman | President |
| Christian Neubert | Vice President (absent with excuse) |
| Tracy Stapleton | Secretary (absent with excuse) |
| Susan Prechtl-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 7:01 PM following the Budget Informational Meeting.

II. Approval of the Agenda

MOTION to approve the agenda. (Rosenthal;Prechtl-Loper) Unanimously approved.

III. Comments from the Public

None present.

I. Comments from the Board

None.

IV. Approval of the Minutes

MOTION to approve the Minutes for the February 27, 2017 Board of Trustee Meeting. (Siegel;Rosenthal) 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. February 10, 2017, (\$11,231.00) and February 24, 2017 (\$58,591.25) FAO Warrants.
2. February 10, 2017 (\$47,389.09) and February 24, 2017 (\$49,999.74) Payroll Warrants.
3. March 27, 2017 Warrant (\$43,263.80)
4. March 27, 2017 Capital Warrant (\$2,000.00).

MOTION to approve the Financial Warrants (above) as presented. (Siegel;Rosenthal) Unanimously approved.

VI. Director's Report

T. Donlon reported that:

- The Library sustained leaks to the roof due to freezing rain and ice from the March 14-15 storm.
- Director attended Library Legislation Day in Albany and met with representatives to discuss the present state of Library funding.
- Director attended the two separate March 22nd NY State Public Service commission meetings regarding the power plant.

B. Personnel

No changes in Personnel for the month of February.

VII. Unfinished Business

A. Building Committee

Three of our five soil borings have been taken. Brush and debris needs to be cleaned up before the final two borings can be taken. Also of note an engineer was at the Library to take another look at our plumbing system.

B. Grant Committee

The Grant committee met and they are looking for grant opportunities for our children's language programs. The committee will be re-submitting the Ebsco Solar Grant.

C. Fundraising Committee

The fundraising committee met on March 22. A possible fundraising letter was distributed to the board. They are currently working on a list of potential donors.

VIII. New Business

None

IX. Correspondence and Communications

X. Comments from the Public

None present at this time.

XI. Adjournment

MOTION to adjourn the meeting at 7:36 PM. (Siegel;Ballou) Unanimously approved.

Respectfully submitted,

John Grossman
President, Board of Trustees