

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES**  
**of the**  
**PORT JEFFERSON FREE LIBRARY**  
**April 24, 2017 Board Meeting**  
100 Thompson Street  
Port Jefferson, NY 11777

**Present**

John Grossman	President
Christian Neubert	Vice President
Tracy Stapleton	Secretary
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
Sean Leister	Assistant Superintendent, Port Jefferson Schools
Paul Casciano	Superintendent, Port Jefferson Schools

**I. Call to Order**

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

**II. Approval of the Agenda**

MOTION to approve the agenda. (Siegel;Ballou) 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 March 27, 2017 Board of Trustee Meetings. (Ballou;Rosenthal) (Abstentions: Neubert, Stapleton) Motion passed.

A brief power point presentation was given by P.J. School District Assistant Superintendent, Sean Leister and Superintendent, Paul Casciano regarding the School District's 2017-18 budget proposal.

**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. March 10, 2017, (\$9,992.14) and March 24, 2017 (\$49,565.89) FAO Warrants.
2. March 10, 2017 (\$48,643.62) and March 24, 2017 (\$49,442.69) Payroll Warrants.
3. March 27, 2017 Warrant (\$56,292.02)
4. March 27, 2017 Capital Warrant (\$2,060.24).

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

**VI. Director's Report**

*T. Donlon reported that:*

- The final soil borings have been completed and we need to approve the invoice tonight.
- NY State Labor inspection was completed on April 20. It was noted we need to have a *Workplace Violence Policy*. The policy committee will need to meet to work on this new policy.

- The Employee Handbook has been updated. A copy for Board approval will be submitted shortly.
- The Director evaluation process will begin.
- We are gathering quotes for replacement and/or patching of our leaky roof.
- Our sewers were re-evaluated to be sure we were hooked up to the sewer system. Dye was sent through the lines and we were able to see that dye flow through the system.
- An article that appeared in Newsday regarding repowering the power plant was distributed and then discussed.

## **B. Personnel**

No changes in Personnel for the month of March. We are still looking to replace P. Yacovelli's part-time hours.

## **VII. Unfinished Business**

### **A. Building Committee**

Final soil borings have been completed.

MOTION to approve the payment of \$6,730 to Soil Mechanics Drilling Corp. for drilling and lab analysis of 5 soil samples. (Stapleton;Prechtl-Loper) Unanimously approved.

### **B. Grant Committee**

The Grant committee has submitted three grants. One is for our children's language programs through Better World Books. We have re-submitted the Ebsco Solar Grant and the Gardiner Grant for the Memorial Wall of Honor.

### **C. Fundraising Committee**

The committee is waiting on cost estimates before they decide on their next step.

## **VIII. New Business**

There was a brief informative discussion regarding the meeting that was held with the Thompson Street neighbors.

## **IX. Correspondence and Communications**

## **X. Comments from the Public**

None present at this time.

## **XI. Adjournment**

MOTION to adjourn the meeting at 8:36 PM. (Siegel;Stapleton) Unanimously approved.

Respectfully submitted,

Tracy Stapleton  
Secretary, Board of Trustees