

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
of the
PORT JEFFERSON FREE LIBRARY
May 22, 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 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 7:00 PM.

II. Approval of the Agenda

MOTION to approve the agenda as amended. (PrechtI-Loper;Ballou) Unanimously approved.
Two additions were added to the agenda: Policy Committee and ALA Federal funding.

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 April 24, 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. April 7, 2017, (\$12,539.00) and April 21, 2017 (\$49,621.29) FAO Warrants.
2. April 7, 2017(\$ 49,276.20) and April 21, 2017 (\$49,347.46) Payroll Warrants.
3. May 22, 2017 Warrant (\$57,757.38)
4. May 22, 2017 Capital Warrant (\$2,000.00).

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

VI. Director's Report

T. Donlon reported that:

- The Library supplied purple Library tee-shirts for staff to wear during Summer reading and special events.
- The Library will be attending the Maker Faire being held at the Village Center along with other local libraries.
- Our roof will be patched within the next few weeks.
- The administrative offices air conditioning units will be replaced within the next few weeks.

B. Personnel

MOTION to approve the hire of Susan Montgomery as part-time Library Aide, Step 1, \$14.29 hour. (Ballou;Siegel) Unanimously approved.

VII. Unfinished Business

A. Building Committee

L. Rosner will call to find out when the topographical map will be completed and also to inquire with the architects on their progress thus far.

B. Grant Committee

Our grant for our HVAC is closer and are waiting on additional paperwork.

C. Fundraising Committee

The fundraising committee is waiting on more definite numbers before large scale fundraising can begin.

D. Policy Committee

The policy committee will meet on Friday, June 2 to work on a Workplace Violence Policy.

VIII. New Business

A. Library Audit Engagement Letter

MOTION to accept the 2017 Library Audit proposal from Baldassari and Coster LLP at a cost not to exceed \$10,250.00. (Siegel;Precht-Loper) Unanimously Approved.

B. Administrative Air Conditioners

MOTION to replace the Administration offices with 2 ductless air conditioning systems, not to exceed \$6,400.00. (Precht-Loper;Rosenthal) Unanimously Approved.

C. ALA Federal Funding Petition

J. Rosenthal inquired into ALAs petitions for federal funding and questioned making a statement regarding federal funding through ALA.

IX. Correspondence and Communications

X. Comments from the Public

None present at this time.

XI. Adjournment

MOTION to adjourn the meeting at 7:52 PM. (Siegel;Precht-Loper) Unanimously approved.

Respectfully submitted,

John Grossman
President, Board of Trustees