

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
of the
PORT JEFFERSON FREE LIBRARY
July 31, 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 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.

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 June 26, 2017 Board of Trustee Meetings.(Siegel;Ballou) 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. June 2, 2017, (\$6,772.76) June 16, 2017 (\$46,499.92) and June 30, 2017 (\$14,417.19)FAO Warrants.
2. June 2, 2017, (\$47,451.57) June 16, 2017 (\$46,212.64) and June 30, 2017 (\$47,417.70) Payroll Warrants.
3. July 31, 2017 Warrant (\$93,146.17)
4. June 30, 2017 Vacation Buy Back Warrant (\$23,877.03)
5. June 30, 2017 Medical Reimbursement (\$18,775.08)

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

VI. Director's Report

T. Donlon reported that:

- Unfortunately, we did not win any of our grants.
- Our SEQRA review has been completed.
- Our Little Free Libraries are completed and ready to be placed in Rocket Ship Park, West Beach and a third at the Miller Place Mount Sinai Historical Society.
- There are two new policies in your packet for first review. We will adopt or amend them at the next meeting.
- We have contracted with a towing company for our parking lot. Tow signs have been ordered. Towing will have no cost to our Library.
- We need to approve program attendance for NYLA in September.

- We need to approve our contracts with our contract districts.
- We will be renovating an area in the lower stacks to add additional seating for studying and reading.
- We have heard from Senator LaValle's office and will be receiving our HVAC grant check shortly.

B. Personnel

MOTION to accept the resignation of Children's Librarian, Linda Lubell. (Ballou;Rosenthal) Unanimously Approved.

VII. Unfinished Business

A. Building Committee

SEQRA review has been completed and received.

B. Grant Committee

We were notified that we have not received the Gardiner grant or Ebsco Solar grant. We are now looking into environmental grants for our parking lots.

C. Fundraising Committee

The committee has not been able to meet in July. The members of the committee have been given homework to find sources of income for creating a more environmentally friendly parking lot.

D. Policy Committee

The Parking Lot Policy and the Workplace Violence Policy are two new policies presented for their first review.

VIII. New Business

A. Budget and Finance

MOTION to approve the Comsewogue-Port Jefferson Library Services Joint Contract 2017-18 for service to Miller Place. (Seigel;Ballou) Unanimously approved.

MOTION to approve the Comsewogue-Port Jefferson Library Services Joint Contract 2017-18 for service to Mount Sinai. (Seigel;Ballou) Unanimously approved.

B. NYLA

MOTION to approve NYLA conference attendance of Tom Donlon, Kimberly Zettwock and Erin Schaarschmidt not to exceed \$2,500. (Prechtl-Loper;Ballou) Unanimously approved.

IX. Correspondence and Communications

X. Comments from the Public

None present.

MOTION to move the meeting into Executive Session at 7:47 PM to discuss personnel issues. (Siegel;Ballou) Unanimously approved.

MOTION to move the meeting out of Executive Session at 8:14 PM. (Siegel;Prechtl-Loper) Unanimously approved.

XI. Adjournment

MOTION to adjourn the meeting at 8:15 PM. (Prechtl-Loper;Ballou) Unanimously approved.

Respectfully submitted,

John Grossman
President, Board of Trustees