

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
of the
PORT JEFFERSON FREE LIBRARY
September 25, 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

I. Call to Order

J. Grossman called the meeting to order at 7:01 PM.

II. Approval of the Agenda

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

III. Comments from the Public

Patron and PJ resident, Peter Yamin inquired if the Board would consider changing its policy and permit grandchildren of residents to obtain Library cards. J. Grossman commented that they will consider his request.

I. Comments from the Board

In the future, C. Neubert would like to see the August board meeting eliminated as opposed to the July board meeting. Most board members were in agreement.

IV. Approval of the Minutes

MOTION to approve the Minutes for the July 31, 2017 Board of Trustees Meetings.(Prechtl-Loper;Siegel) (Abstension-Stapleton) Motion passed.

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. July 14, 2017, (\$16,440.87) and July 28, 2017 (\$47,016.99) FAO Warrants.
August 11, 2017, (\$19,546.22) and August 25, 2017 (\$81,799.40) FAO Warrants.
2. July 14, 2017, (\$47,690.16) and July 28, 2017 (\$49,803.59) PAYROLL Warrants.
August 11, 2017, (\$48,450.02) and August 25, 2017 (\$49,637.68) PAYROLL Warrants.
3. August 28, 2017 Warrant (\$45,926.51)
4. August 28, 2017 Capital Warrant (\$3,252.50)
5. September 25, 2017 Warrant (\$66,153.63)
6. September 25, 2017 Capital Warrant (\$149.00).

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

MOTION to approve all Payroll Warrants (above) as presented. (Neubert;Siegel) Unanimously approved.

VI. Director's Report

T. Donlon reported that:

- We will be voting on two new policies tonight along with our Library liability insurance policy.

- I attended this year's Legislative Breakfast which was held on September 15.
- The dedication ceremony of our Little Free Library will take place at 4:00 PM this Thursday, September 28 at Rocket Ship Park.
- Head of Maintenance, B. Mori is out on medical leave for surgery. Our Head of Reference, S. Winter is due to give birth shortly and will also be out.
- We held our first Pet Adoption fair over the past weekend. Three dogs and four cats were successfully adopted.
- We will be holding our popular Dump the Junk program on October 21.

B. Personnel

No changes in Personnel for the month.

VII. Unfinished Business

A. Building Committee

Farrel Fritz (our land use attorneys) informed us that the Village has 3 items which need to be address with our current site plan. We need to obtain a Certificate of Existing Use for our Reading Room (Original Library). The Village would like us to merge all 3 properties together. Lastly, we have an open expired permit for the Business Office conversion which was completed in 2008.

B. Grant Committee

The Grant committee has met and are focusing on environmental grant opportunities for our parking lots.

C. Fundraising Committee

The Fundraising committee met and are looking for local funding opportunities for an eco-friendly parking lot.

D. Policy Committee

1. Parking Lot Policy (2nd viewing)

2. Workplace Violence Prevention Policy (2nd viewing)

MOTION to adopt the Parking Lot Policy and Workplace Violence Policy as presented. (Neubert;Seigel) Unanimously approved.

VIII. New Business

A. Library Insurance Policy

MOTION to accept the Library's Liability and Umbrella Insurance Policy provided by Regan Agency at a cost of \$29,934.30 annually. (Neubert;Rosenthal) Unanimously approved.

IX. Correspondence and Communications

News 12 copyright permission letter.

X. Comments from the Public

None present at this time.

MOTION to move the meeting into Executive Session at 8:07 PM to discuss personnel issues. (Neubert;Stapleton) Unanimously approved.

MOTION to move the meeting out of Executive Session at 8:27 PM. (Ballou;Stapleton) Unanimously approved.

XI. Adjournment

MOTION to adjourn the meeting at 8:28 PM. (Rosenthal;Ballou) Unanimously approved.

Respectfully submitted,

Tracy Stapleton, Secretary, Board of Trustees