

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
of the
PORT JEFFERSON FREE LIBRARY
October 23, 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 (absent with excuse)
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.

I. Comments from the Board

Welcome E.Scharrschmidt.

IV. Approval of the Minutes

MOTION to approve the Minutes for the September 25, 2017 Board of Trustee Meeting. (Siegel;Ballou) 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. September 8, 2017, (\$9,927.50) and September 22, 2017 (\$54,527.94) FAO Warrants.
2. September 8, 2017 (\$48,895.97) and September 22, 2017 (\$48,592.71) Payroll Warrants.
3. October 23, 2017 Warrant (\$56,976.16)
4. October 23, 2017 Capital Warrant (\$3,207.50).

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

VI. Director's Report

T. Donlon reported that:

- A copy of the newly completed Employee Handbook was recognized. It will be voted on at the next Board Meeting.
- The Library sustained leaks to the roof and other damage due to a fallen tree during a rain storm on October 9. Insurance agencies and roofers are currently dealing with the issue.
- We need to Change the status of Librarian Trainee, Kahn DeRenzo from Trainee to Librarian 1.
- Request for Proposals for Library legal representation have been sent out. We have one response to date.
- Samantha DiGiacomo gave birth to a baby girl named Amelia on October 15.

B. Personnel

MOTION to appoint Kahn DeRenzo from Librarian Trainee, Step 8 at \$29.60 per hour to Librarian 1, at 32.77 per hour, beginning October 28, 2017. (Prechtl-Loper;Ballou) Unanimously approved. The Board enthusiastically remarked congratulations!

VII. Unfinished Business**A. Building Committee**

The building committee did not meet for the month of October. Our Certificate of Existing Use application on our original Library has been submitted.

B. Grant Committee

The Grant committee did not meet for the month of October.

C. Fundraising Committee

The fundraising committee did not meet for the month of October.

VIII. New Business**A. Employee Handbook-First Pass**

The Trustees were asked to bring handbook back to next board meeting to amend or adopt.

IX. Correspondence and Communications**X. Comments from the Public**

None present at this time.

MOTION to move the meeting into Executive Session at 7:27 PM. (Prechtl-Loper;Siegel) Unanimously approved.

MOTION to move the meeting out of Executive Session at 7:50 PM. (Siegel;Ballou) Unanimously approved.

XI. Adjournment

MOTION to adjourn the meeting at 7:51 PM. (Siegel;Ballou) Unanimously approved.

Respectfully submitted,

John Grossman
President, Board of Trustees