

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES**  
**of the**  
**PORT JEFFERSON FREE LIBRARY**  
**November 20, 2017 Board Meeting held on December 4, 2017**  
100 Thompson Street  
Port Jefferson, NY 11777

**Present**

John Grossman	President
Christian Neubert	Vice President
Tracy Stapleton	Secretary
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 7:03 PM.

**II. Approval of the Agenda**

MOTION to approve the amended agenda. (Ballou;Rosenthal) 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 October 23, 2017 Board of Trustees Meetings.(Siegel;Ballou)  
(Abstentions: Neubert,Stapleton, Rosenthal) 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. October 6, 2017, (\$8,007.39) and October 20, 2017 (\$55,665.17) FAO Warrants.
2. October 6, 2017, (\$50,884.44) and October 20, 2017, (\$50,048.37) Payroll Warrants.
3. November 20, 2017 Warrant (\$294,723.98)

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

**VI. Director's Report**

*T. Donlon reported that:*

- Dickens weekend was advertised in Newsday and the cottage had over 4,500 visitors. This was more visitors than ever before.
- We need to approve a new substitute custodian.
- We also need to adopt or amend the revised employee handbook.
- The Library held a staff meeting on November 16. Attendees included EAP and Aflac representatives. During the same week our 403B plan Administrator was here along with a State representative to explain NYS Paid Family Leave which begins in January 2018.
- Our damaged roof and HVAC has been repaired. Last to be repaired or replaced is the ceiling tiles and carpeting.
- Please remember to be at Village Hall on Thursday, December 7 by 7:15pm to attend the PJ Village Zone Meeting.

**B. Personnel**

MOTION to replace substitute custodian, Tom Cleary with Michael Bracciodieta, Step 1, \$18.38 per hour. (Siegel;Stapleton) Unanimously approved.

MOTION to adopt the 2017 Employee Handbook as amended. (Siegel;Neubert) Unanimously approved.

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

We are on the Agenda for the PJ Village Zoning meeting of December 7 for our CEU application.

**B. Grant Committee**

The Grant committee did not meet.

**C. Fundraising Committee**

The Fundraising committee did not meet.

**VIII. New Business****A. SCLS Budget**

MOTION to cast 5 votes in favor of the SCLS FY 2018 Operating Budget. (Siegel;Stapleton) Unanimously approved.

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

None present at this time.

MOTION to move the meeting into Executive Session at 7:36 PM to discuss personnel issues. (Rosenthal;Ballou) Unanimously approved.

MOTION to move the meeting out of Executive Session at 8:10 PM. (Siegel;Stapleton) Unanimously approved.

**XI. Adjournment**

MOTION to adjourn the meeting at 8:14 PM. (Rosenthal;Ballou) Unanimously approved.

Respectfully submitted,

Tracy Stapleton, Secretary, Board of Trustees