

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES**  
**of the**  
**PORT JEFFERSON FREE LIBRARY**  
**December 18, 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 (absent with excuse)
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.

Due to time constraints A. Coster CPA of Baldessari & Coster reviewed our June 30, 2017 Library Audit report.

**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**

None.

**IV. Approval of the Minutes**

MOTION to approve the Minutes for the November 2017 Board of Trustees Meeting held on December 4, 2017. (Siegel;Stapleton) 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. November 3, 2017, (\$15,356.37) and November 17, 2017 (\$52,331.01) FAO Warrants.
2. November 3, 2017 (\$50,095.58) and November 17, 2017 (\$49,2604.90) Payroll Warrants.
3. December 18, 2017 Warrant (\$70,872.58).

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

**VI. Director's Report**

*T. Donlon reported that:*

- The Friends sponsored Luncheon is Thursday, December 21.
- We need to vote on K. Seaman's 2018 contract.
- We attended the December 14th PJ Zoning Committee meeting and was granted our CEU for our original Library building.

**B. Personnel**

The personnel remains unchanged for the month.

## **VII. Unfinished Business**

### **VIII. New Business**

#### **A. Library Audit 2017**

MOTION to accept the June 30, 2017 Library Audit report as presented by A. Coster. (Siegel;Rosenthal) Unanimously accepted.

#### **B. Board Officer Nominations**

The current slate of officers were nominated to continue for the year 2018. (Stapleton;Rosenthal) Unanimously accepted.

#### **C. Preliminary Budget Discussion**

#### **D. Library Attorney**

MOTION to renew the retainer contract with Kevin Seman as General Counsel for an annual retainer of \$4,000; and as Labor Counsel for the annual retainer of \$4,000 for the year of 2018. (Stapleton;Seigel) Unanimously approved.

## **IX. Correspondence and Communications**

### **X. Comments from the Public**

None.

### **XI. Adjournment**

MOTION to adjourn the meeting at 8:05 PM. (Stapleton;Seigel) Unanimously approved.

Respectfully submitted,

Tracy Stapleton  
Secretary, Board of Trustees