

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
of the
PORT JEFFERSON FREE LIBRARY
February 26, 2018 Board Meeting
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 (absent with excuse)
Thomas Donlon	Library Director
Valerie Schwarz	Assistant Director
Loretta Henry	Business Manager (absent with excuse)

I. Call to Order

C. Neubert called the meeting to order at 7:09 PM.

II. Approval of the Agenda

MOTION to approve the agenda. (Stapleton;PrechtI-Loper) 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 January 22, 2018 Board of Trustee Meeting. (PrechtI-Loper;Stapleton) Motion Unanimously Approved. (Abstentions 2: Grossman, Rosenthal)

V. Financial Reports

A. Business Manager's Report to the Treasurer given by T. Donlon.

B. Comparative Statements of Expenses & Revenue for the month's ending were reviewed.

C. Expenses at a glance for the meeting were reviewed.

1. MOTION to accept the January 12, 2018, (\$7,853.89) and January 26, 2018 (\$57,455.70) FAO Warrants.

2. MOTION to accept the January 12, 2018, (\$48,227.07) and January 26, 2018 (\$51,556.58) Payroll Warrants.

3. MOTION to accept the February 26, 2018 Warrant (\$38,586.93).

MOTION to accept all of the Financial Warrants as presented. (Stapleton;Rosenthal) Unanimously approved.

VI. Director's Report

T. Donlon reported that:

- The State Report is enclosed in the packet. It needs to be discussed and voted on this evening.
- We met with the Union and are meeting again on March 6.
- The Budget breakdown has been provided for further review.

B. Personnel

None

VII. Unfinished Business

A. Building Committee

Our site plan has been re-submitted.

B. Grant Committee

The Grant Committe is working on a grant to fund the study porch conversion.

C. Fundraising Committee

Fundraising is on hiatus until we have more definitive numbers for fundraising.

VIII. New Business

A. State Report

MOTION to approve the Port Jefferson Free Library Annual Report for Public and Association Libraries-2017 pending SCLS approval. (Ballou;Rosenthal) Unanimously approved.

B. Board Meeting Start Time

The board discussed changing the start time of board meetings. T. Donlon will survey favorable times for board members and report back to the board. This agenda item will be tabled to next month.

IX. Correspondence and Communications

X. Comments from the Public

None.

XI. Adjournment

The meeting adjourned by acclamation at 8:10 PM.

Respectfully submitted,

Tracy Stapleton
Secretary, Board of Trustees

Recorded by V. Schwarz