

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES**  
**of the**  
**PORT JEFFERSON FREE LIBRARY**  
**March 2018 Board Meeting held on April 2, 2018**  
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.

**II. Approval of the Agenda**

MOTION to approve the agenda. (Rosenthal;Siegel) 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 February 26, 2018 Board of Trustee Meeting. (Rosenthal;Ballou) Unanimously approved. (Abstention-1: C. Siegel) Motion approved.

**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 February 9, 2018, (\$14,531.97) and February 23, 2018 (\$57,735.35) FAO Warrants.
2. MOTION to accept the February 9, 2018, (\$49,678.01) and February 23, 2018, (\$49,395.26) Payroll Warrants.
3. MOTION to accept the March 26, 2018 Warrant (\$86,461.13).
4. MOTION to accept the March 26, 2018 Capital Warrant (\$1,500.00)

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

**VI. Director's Report**

*T. Donlon reported that:*

- The Library had many closings and delayed openings due to the many snowstorms we have had.
- Samantha Di Giacomo has returned back to work from her leave.
- Once again we met with the Union and are progressing well.

**B. Personnel**

None

**VII. Unfinished Business**

**A. Building Committee**

The Village has responded to our site plan submission with requests for additional information. A committee meeting with BBS, L. Rosner and Farrell Fritz was held and they will provide the Village with the additional information they are requesting.

**B. Grant Committee**

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

### **C. Fundraising Committee**

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

### **VIII. New Business**

#### **A. Library Dental Consortium**

MOTION to approve the Port Jefferson Free Library to join the New York Library Dental Consortium. (Siegel;Ballou) Unanimously approved.

MOTION to move the meeting into Executive Session at 7:15 PM to discuss Union Negotiations. (Siegel;Neubert) Unanimously approved.

MOTION to move the meeting out of Executive Session at 7:44 PM.(Stapleton;Rosenthal) Unanimously approved.

### **IX. Correspondence and Communications**

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

None.

#### **XI. Adjournment**

MOTION to adjourn the meeting at 7:45 PM. (Stapleton;Siegel) Unanimously approved.

Respectfully submitted,

Tracy Stapleton  
Secretary, Board of Trustees

*Recorded by V. Schwarz*