

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
of the
PORT JEFFERSON FREE LIBRARY
held on April 23, 2018
100 Thompson Street
Port Jefferson, NY 11777

Present

John Grossman	President
Christian Neubert	Vice President
Tracy Stapleton	Secretary
Susan Prechtl-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 7:00 PM.

II. Approval of the Agenda

MOTION to approve the agenda. (Siegel;Rosenthal) Unanimously approved.

III. Comments from the Public

None

I. Comments from the Board

None

IV. Approval of the Minutes

MOTION to approve the Budget Informational Minutes of April 2 and the Minutes for the March 2018 Board of Trustee Meeting held on April 2, 2018 (Rosenthal;Siegel) (Abstention-1: S. Prechtl-Loper) Motion approved.

A power point presentation was given by P.J. School District Assistant Superintendent, Sean Leister and Superintendent, Paul Casciano regarding the School District's 2018-19 budget proposal. The LIPA powerplant was also discussed. There was a lengthy discussion on the LIPA powerplant deal and its possible outcome.

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 March 9, 2018, (\$14,714.70) and March 23, 2018 (\$51,485.77) FAO Warrants.

2. MOTION to accept the March 9, 2018, (\$49,585.86) and March 23, 2018, (\$50,252.08) Payroll Warrants.

3. MOTION to accept the April 23, 2018 Warrant (\$49,534.05).

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

VI. Director's Report

T. Donlon reported that:

- We have recieved our auditor's engagement proposal which will need to be voted on.
- This is the month we begin the Director evaluation process. I have completed my annual review and have copies for each board member to review.
- One of our windows in the Quiet Study Porch was smashed on Saturday, April 21 during the middle of the night. We have a police report and video footage of the crime.

B. Personnel

None

VII. Unfinished Business

A. Building Committee

Both BBS and Farrell Fritz continue to work on addressing the Village with the additional information they are requesting.

B. Grant Committee

The Grant Committee will be meeting on Thursday, May 10.

C. Fundraising Committee

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

VIII. New Business

A. Library Audit Engagement Letter

MOTION to accept the 2018 Library Audit proposal from Baldassari & Coster LLP at a cost not to exceed \$10,400. (Neubert; Stapleton) Unanimously approved.

B. Director Evaluation

President, J. Grossman distributed the Director evaluation sheets. He asked they be returned to Val before the next meeting for tabulation purposes.

IX. Correspondence and Communications

X. Comments from the Public

None.

XI. Adjournment

MOTION to adjourn the meeting at 8:37 PM. (Stapleton; Ballou) Unanimously approved.

Respectfully submitted,

Tracy Stapleton
Secretary, Board of Trustees