

**Port Jefferson Free Library
Library Board of Trustee Meeting
Library Conference Room 7:00 PM
May 21, 2018**

Present

John Grossman	President
Christian Neubert	Vice President (absent with excuse)
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;Prechtl-Loper) Unanimously approved.

III. A. Comments from the Public

None present.

B. Comments from the Board

None

IV. Approval of the Minutes

MOTION to approve the minutes of the April 23, 2018 Board of Trustee Meeting. (Siegel;Rosenthal) Unanimously approved.

V Financial Reports

- A. Business Manager's report to the Treasurer
- B. Comparative Statements of Expenses and Revenue for the month ending April 2018.
- C. Expenses at a Glance for May
 1. FAO Warrants of April 6, 2018 (\$15,440.68) and April 20, 2018. (\$13,663.25)
 2. Payroll Warrants of April 6, 2018 (\$ 51,072.32) and April 20, 2018. (\$ 50,048.98)
 3. Warrant of April 19, 2018 (\$129.65)
 4. Warrant of May 21, 2018 (\$88,578.85)

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

VI. Library Reports

A. Director

The Library has subscribed to a new streaming platform called Kanopy.

The Grant Committee met earlier in May. They are finalizing the Study Porch conversion grant, which should be submitted shortly.

The Policy committee needs to meet and update some policies in preparation for Summer Reading Programs.

I recently spoke at our local Lions Club. They were very responsive to the Library and gifted the Library with a donation of \$1,000.

We need to approve our Summer Reading Program pages tonight.

B. Personnel

MOTION to approve the hire of Alex Pelio, Anna Cerullo, Gavin Barrett, Reid Biondo, Olivia Weldon, Harrison Cona and Ashley Dua as seasonal Summer Reading Pages at \$11.00 per hour effective June 1, 2018. (Stapleton;Ballou) Unanimously approved.

VII. Unfinished Business

A. Building Committee

Currently waiting for our checklist items to be addressed by BBS and Farrell Fritz.

B. Grant Committee

We have met and are finalizing our grant to be submitted shortly.

C. Negotiation Committee

The MOA was reviewed and discussed.

MOTION to accept the MOA as presented. (Siegel;Rostenthal) Unanimously approved.

VIII. New Business

None

IX. Correspondence and Communication

None

X. Comments from the public

None present.

At 7:23 PM there was a MOTION to move the meeting to Executive Session to discuss union negotiations.

MOTION to move the meeting out of Executive Session at 7:49 PM.

MOTION to approve the Draft Performance Evaluation as the Final Performance Evaluation. (Siegel;Ballou) Unanimously approved.

XI. Adjournment

MOTION to adjourn the meeting at 7:53 PM. (Stapleton;Siegel) Unanimously approved.

Respectfully submitted,

Tracy Stapleton
Secretary, Board of Trustees