

**Port Jefferson Free Library  
Library Board of Trustee Meeting  
Library Conference Room 7:00 PM  
June 18, 2018 Minutes**

**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. (Siegel;Rosenthal) 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 May 21, 2018 Board of Trustee Meeting. (Rosenthal;Siegel) Unanimously approved.

**V Financial Reports**

A. Business Manager's report to the Treasurer

B. Comparative Statements of Expenses and Revenue for the month ending May 2018.

C. Expenses at a Glance for June meeting.

1. FAO Warrants of May 4, 2018 (\$49,714.99) and May 18, 2018. (\$58,025.22)

2. Payroll Warrants of May 4, 2018 (\$51,079.45) and May 18, 2018. (\$ 50,291.16)

3. Warrant of June 18, 2018 (\$57,043.34)

4. Warrant of June 18, 2018 (\$3,150.84)

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

Of note, five employees have joined the dental plan, which the library offered. It is at no cost to the library. Passport revenue for the month of May was \$1,980.00.

**VI. Library Reports**

**A. Director's Report**

On June 1, the Staff Association ratified the MOA.

We will be tabling the policy review until after the committee can meet.

We need to accept the resignation of Diane Carrillo. She has taken a full-time position at another library.

I am asking you to approve an increase in the confidential employee salaries.

We need to vote on a change in the Summer Reading program pages.

Custodial Manager, Brian Mori is out on short-term disability for hip replacement surgery.

We need to move Nicole Greenhalgh from Librarian Trainee to Librarian 1.

Our Study porch conversion grant was submitted in early June.

A Little Free Library was installed at West Beach last week.

A Trivia Night will be held on Friday, August 17 after the library is closed.

## **B. Personnel**

MOTION to accept the resignation of Diana Carrillo effective June 23, 2018. (Stapleton;Neubert) Unanimously approved.

MOTION to appoint Nicole Greenhalgh from Librarian Trainee Step 8 to Librarian 1, Step 1 at \$32.77 per hour, beginning June 23, 2018. (Ballou;Neubert) Unanimously approved.

MOTION to replace Gavin Barrett with Clara Dunlop as Summer Reading Page at \$11.00 per hour effective immediately. (Neubert;Ballou) Unanimously approved.

## **VII. Unfinished Business**

### **A. Building Committee**

We are still waiting for one or two items left on the checklist to be addressed.

### **B. Grant Committee**

We have submitted our quiet study porch conversion grant.

## **VIII. New Business**

### **A. Reorganization**

MOTION to accept the 2018-19 reorganization form as amended. (Neubert;Rosenthal) Unanimously approved.

## **IX. Correspondence and Communication**

None

## **X. Comments from the public**

None present.

At 7:35 PM there was a MOTION to move the meeting to Executive Session to discuss personnel.

MOTION to move the meeting out of Executive Session at 7:45 PM. (Rosenthal;Siegel) Unanimously approved.

MOTION to approve a 2 percent pay increase to Loretta Henry, Valerie Schwarz and Thomas Donlon, effective July 1, 2018. (Ballou;Siegel) Unanimously approved.

MOTION to increase the salary of Tashi Hamilton to \$54,000/year effective July 1, 2018. (Stapleton;Ballou) Unanimously approved.

## **XI. Adjournment**

MOTION to adjourn the meeting at 7:49 PM. (Siegel;Ballou) Unanimously approved.

Respectfully submitted,

Tracy Stapleton  
Secretary, Board of Trustees

*Recorded by Valerie Schwarz*