

**Port Jefferson Free Library
Library Board of Trustee Meeting
Library Conference Room 7:00 PM
July 23, 2018 Minutes**

Present

John Grossman	President (absent with excuse)
Christian Neubert	Vice President
Tracy Stapleton	Secretary (absent with excuse)
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

C. Neubert called the meeting to order at 7:03 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

L. Ballou commented that there was quite a large crowd at the library carnival on Saturday.

IV. Approval of the Minutes

MOTION to approve the amended minutes of the June 18, 2018 Board of Trustee Meeting. (Rosenthal;Siegel) Unanimously approved.

V Financial Reports

1. FAO Warrants of June 1 (\$9,482.32) and June 15 (\$8,921.02), 2018
2. Payroll Warrants of June 1, (\$49,573.44) June15 (\$48,142.55) and June 29, (\$49,373.88) 2018.
3. Warrant of July 23, 2018 (\$117,463.92)
4. Vacation buy back Warrant of Jun 29, 2018 (\$26,098.24)
5. Health Insurance reimbursement Warrant of June 29, 2018 (\$24,000.00)

MOTION to accept all financial warrants as presented. (Siegel;Prechtl-Loper) Unanimously approved.

MOTION to transfer \$80,757 from our general fund to our debt services fund. (Ballou;Rosenthal) Unanimously approved.

MOTION to approve the Comsewogue-Port Jefferson Library Services Joint Contract 2018-19 for service to Miller Place. (Siegel;Rosenthal) Unanimously approved.

MOTION to approve the Comsewogue-Port Jefferson Library Services Joint Contract 2018-19 for service to Mount Sinai. (Siegel;Ballou) Unanimously approved.

VI. Library Reports

A. Director's Report

A large atrium window was accidentally shattered last week by 4-D landscaping. It will be repaired at their cost in approximately 10 days.

Our Technical services department was freshly painted and re-carpeted over the last month.

We need to approve our new part time Librarian Trainee Melanie Hamilton.

We need to approve NYLA conference attendance.

Our HVAC replacements will be installed shortly.

B. Personnel

MOTION to approve the hire of Melanie Hamilton, Librarian Trainee, Step 8 at \$30.20 /hr. beginning July 24, 2018. (Stapleton;Neubert) Unanimously approved.

VII. Unfinished Business

A. Building Committee

We are waiting for the SEQRA long form to be completed and also a revised survey from Hawkins, Webb Jaeger updated with additional information the Village has requested. These are the last two things needed before we resubmit.

B. Grant Committee

The Library did not receive the study porch conversion grant. We were given a grant of \$15,000 from Assemblymen Steve Englebright.

VIII. New Business

A. NYLA

MOTION to approve NYLA conference attendance of Tom Donlon, Salvatore Filosa and Khan DeRenzo not to exceed \$2,600. (Siegel;PrechtI-Loper) Unanimously approved.

IX. Correspondence and Communication

None

X. Comments from the public

None present.

XI. Adjournment

Meeting adjourned at 7:45 PM by acclamation.

Respectfully submitted,

Christian Neubert,
Vice President, Board of Trustees

Recorded by Valerie Schwarz