

**Port Jefferson Free Library
Library Board of Trustee Meeting
Library Conference Room 7:00 PM
September 24, 2018 Minutes**

Present

John Grossman	President
Christian Neubert	Vice President
Tracy Stapleton	Secretary
Susan Prechtl-Loper	Financial Officer
Lisa Ballou	Trustee
Joel Rosenthal	Trustee (absent with excuse)
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 7:04 PM. Since there were many attendees at the meeting, J. Grossman reviewed the policy for *Public Participation at a Board Meeting*.

II. Approval of the Agenda

MOTION to approve the Agenda. (Siegel;Neubert) Unanimously approved.

III. A. Comments from the Public

Many individuals attended the meeting. There were a few public participation forms returned to the Board President. Comments were made both positive and negative regarding our recent Drag Queen story time program.

B. Comments from the Board

None

IV. Approval of the Minutes

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

MOTION to amend the Agenda. (Grossman; Neubert) Unanimously approved.

At 7:27 PM there was a MOTION to move meeting into Executive Session to discuss a personnel matter. (Siegel;Neubert) Unanimously approved.

At 7:41 PM there was a MOTION to resume the regular meeting. (Siegel;Ballou) Unanimously approved.

V Financial Reports

A. Business Manager's report to the Treasurer

B. Comparative Statements of Expenses and Revenue for the months ending July and August 2018.

C. Expenses at a Glance for September meeting.

1. FAO Warrants of July 13, 2018 (\$16,711.65) & July 23, 2018 (\$117,463.92)
2. Payroll Warrants of July 13, 2018 (\$52,443.86) & July 27, 2018 (\$51,052.68)
3. Warrant of August 27, 2018 (\$85,297.15)
4. FAO Warrants of August 10, 2018 (\$18,384.88) & August 24, 2018
5. Payroll Warrants of August 10, 2018 (\$53,513.14) & August 24, 2018 (\$52,020.46)
6. Warrant of September 24, 2018 (\$88,571.78)
7. Capital Warrant of September 24, 2018 (\$1,400.00)

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

VI. Library Reports

A. Director's Report

- The Director states that there is a new state mandate that Libraries must have a sexual harassment policy in place along with staff training completed by January 1, 2019.
- Our broken front plate glass window has finally been replaced.
- Our last two HVAC units have been replaced. Our roof sustained some damage during the installation.
- Our cottage roof is also leaking and we are having estimates to repair the damage from our roofing company.
- The Library received a \$5,000 donation from Earline Spinney (Tex).
- There is an opening on the SCLS Library Board.
- We held our first trivia night at the Library. It was a very successful event and we are planning to hold another one in the future.

B. Personnel

MOTION to accept the resignation of Linda Gavin effective October 31, 2018. (Stapleton;Neubert)
Unanimously approved.

MOTION to have Director interview and hire a full-time Administrative clerk/purchasing agent with a salary not to exceed \$60,000/annually. (Prechtl-Loper:Stapleton) Unanimously approved.

VII. Unfinished Business

A. Building Committee

We are currently undergoing a SHPO review (New York State's historic preservation office) to help identify and evaluate our cottage property.

B. Grant Committee

Grant committee will try and meet in October.

VIII. New Business

A. Utica Insurance

MOTION to accept Utica's Library liability and umbrella insurance policy provided by Regan Agency at a cost of \$30,183.27. (Stapleton;Siegel) Unanimously approved.

IX. Correspondence and Communication

None

X. Comments from the public

None present.

L.Ballou recommended that our policy on material selection should be reviewed at the next policy meeting.

XI. Adjournment

MOTION to adjourn the meeting at 8:33 PM. (Stapleton;Siegel) Unanimously approved.

Respectfully submitted,

Tracy Stapleton
Secretary, Board of Trustees

Recorded by Valerie Schwarz