

**Port Jefferson Free Library
Library Board of Trustees Meeting
Library Conference Room 7:00 PM
October 29, 2018 Minutes**

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 7:01 PM.

II. Approval of the Agenda

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

III. A. Comments from the Public

Linda Gavin stated she was happy to be attending. She gave her last Friends report as she will be retiring from the Library Tuesday, October 30.

B. Comments from the Board

Director T. Donlon presented long time employee L. Gavin with a retirement watch purchased by the Board along with a proclamation signed by Mayor M. Garant.

IV. Approval of the Minutes

MOTION to approve the amended minutes of the September 24, 2018 Board of Trustees 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 month ending September 2018.

C. Expenses at a Glance for October meeting.

1. FAO Warrants of September 7, 2018 (\$12,120.48) & September 21, 2018 (\$57,603.68)
2. Payroll Warrants of September 7, 2018 (\$51,160.62) & September 21, 2018 (\$52,118.46)
3. Warrant of October 22, 2018 (\$52,280.65)
4. Capital Warrant of October 22, 2018 (\$1,500.00)

MOTION to accept all Financial Warrants as presented. (Prechtl-Loper;Rosenthal) Unanimously approved.

VI. Library Reports

A. Director's Report

- The Director states that we need to approve the Sexual Harassment policy at this meeting.
- The Petty Cash Policy will be tabled pending further adjustments.
- The Teen Center lease needs to be approved at this meeting.
- I will be away at NYLA from November 7-10.
- I will be attending the SCLS dinner to accept a marketing award won by the Teen Center.
- The Library copy machine leases are up for renewal.
- I attended a meeting with Brookhaven Town regarding a shared lease concept.

B. Personnel

It is RESOLVED that in consideration of the services rendered and to be rendered by Linda Gavin as Purchasing Agent Consultant she is to receive the payment of \$39.97 per hour effective November 1, 2018 through December 31, 2018. (Siegel;Ballou) Unanimously approved.

VII. Unfinished Business

A. Building Committee

Our site plan was reviewed during an October 11 work session with the Village planning Board. They gave us a list of concerns, which will be addressed, along with the SEQRA form.

B. Policy Update

1. Petty Cash Policy

This policy was tabled.

MOTION to waive the Port Jefferson Free Library *Policy on Policies* which requires 2 passes to accommodate the NY State deadline for adopting a Sexual Harassment Policy. (Siegel;Ballou) Unanimously approved.

2. Sexual Harassment Policy

MOTION to adopt the Sexual Harassment Policy as amended. (Ballou;Stapleton) Unanimously approved.

VIII. New Business

A. Teen Center Lease Renewal

MOTION to renew the Teen Center lease for an additional 2 years ending October 31, 2020 at a total cost of \$90,745.00 (Neubert;Rosenthal) Unanimously approved.

A. Copy Machine Leases

MOTION to authorize Director to enter into a lease agreement with Precision Microproducts of America for 36 months at an annual lease rate of \$11,184.00. (Prechtl-Loper;Stapleton) Unanimously approved.

IX. Correspondence and Communication

None

X. Comments from the public

None

XI. Adjournment

MOTION to adjourn the meeting at 7:51 PM. (Stapleton;Siegel) Unanimously approved.

Respectfully submitted,

Tracy Stapleton,
Board of Trustees

Recorded by Valerie Schwarz