

**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 the estate of a long time patron.
- 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,  
Board of Trustees

*Recorded by Valerie Schwarz*