

**Port Jefferson Free Library  
Library Board of Trustees Meeting  
Library Conference Room 7:00 PM  
November 26, 2018 Minutes**

**Present**

John Grossman	President
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**

J. Grossman called the meeting to order at 7:01 PM.

**II. Approval of the Agenda**

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

**III. A. Comments from the Public**

None present.

**B. Comments from the Board**

Trustee L. Ballou commented on how nice the Library exterior holiday lights look along with the cottage landscaping.

**IV. Approval of the Minutes**

MOTION to approve the minutes of the October 29, 2018 Board of Trustees Meeting. (Rosenthal;Siegel) Unanimously approved.

MOTION to approve the minutes of the special November 1 Special Board Meeting. (Ballou;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 October 2018.

C. Expenses at a Glance for November meeting.

1. FAO Warrants of October 5, 2018 (\$5,349.46) & October 19, 2018 (\$20,209.92)

2. Payroll Warrants of October 5, 2018 (\$54,390.73) & October 19, 2018 (\$52,983.45)

3. Warrant of November 26, 2018 (\$325,939.36)

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

**VI. Library Reports**

**A. Director's Report**

- The Director reminded Trustees that the Library will be participating in the Dickens festival this weekend.
- He reported that he attended NYLA and was able to connect with our architects from BBS.
- Our new purchasing agent/administrative clerk Christina Blount has begun at the Library.

There was a brief discussion regarding social worker interns and seeking grants to help offset the cost.

Trustee L. Ballou pointed out that the Library's holdings have reached over one million items.

**B. Personnel**

Purchasing agent/administrative clerk Christina Blount has begun her employment at the Library.

**VII. Unfinished Business**

**A. Building Update**

Farrell Fritz is awaiting a few final items from BBS and Crane Weber to hand over to the Village. After those are handed in, we will plan a public meeting with the planning board.

**VIII. New Business**

**A. SCLS Budget**

MOTION to approve the SCLS FY 2019 Operating Budget as presented. (Ballou;Rosenthal) Unanimously approved.

**A. SCLS Trustee (Brookhaven)**

MOTION to cast 5 votes to elect Harold Trabold as SCLS Trustee representing the Town of Brookhaven. (Siegel;Precht-Loper) Unanimously approved.

**IX. Correspondence and Communication**

None

**X. Comments from the public**

None

**XI. Adjournment**

MOTION to adjourn the meeting at 7:41 PM. (Rosenthal;Siegel) Unanimously approved.

Respectfully submitted,

John Grossman,  
President, Board of Trustees

*Recorded by Valerie Schwarz*