

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES**  
of the  
**PORT JEFFERSON FREE LIBRARY**  
**January 22, 2019 Board Meeting**  
100 Thompson Street  
Port Jefferson, NY 11777

**Present**

John Grossman	President
Christian Neubert	Vice President
Tracy Stapleton	Secretary
Susan Prechtl-Loper	Financial Officer (absent with excuse)
Joseph D. Orofino	Trustee
Joel Rosenthal	Trustee
Carl Siegel	Trustee (absent with excuse)
Thomas Donlon	Library Director
Valerie Schwarz	Assistant Director
Christina Blount	Business Manager

**I. Call to Order**

J. Grossman called the meeting to order at 7:23 PM.

**A. Slate of Officers**

MOTION to approve the 2018 slate of officers to remain in place for 2019. (Stapleton;Orofino) Unanimously approved.

**B. Oath of Office**

Library Director, T. Donlon administered the Trustee Oath of Office at 7:37 PM.

**ITEM. VII. A. Library Audit** *(moved to beginning of meeting)*

Reviewed and discussed the 2018 Library Audit report with Dennis Stoner of Baldessari and Coster LLP.

MOTION to accept the June 30, 2018 Port Jefferson Library Financial Audit report as presented.(Stapleton;Orofino) Unanimously approved.

**II. Approval of the Agenda**

MOTION to approve the agenda. (Rosenthal;Orofino) Unanimously approved.

**III. Comments from the Public**

None present

**I. Comments from the Board**

The board briefly discussed the recent Trustee Election results and welcomed new Trustee Joseph Orofino.

**IV. Approval of the Minutes**

MOTION to approve the Annual Minutes of January 10, 2018.

MOTION to approve the Minutes for the December 17, 2018 Board of Trustees Meeting.

MOTION to approve the Minutes of the Special Meeting held January 4, 2019. (Rosenthal;Stapleton) Motions Passed.

**V. Financial Reports**

**A.** Business Manager's Report to the Treasurer given by C. Blount.

**B.** Comparative Statements of Expenses & Revenue for the month's ending were reviewed.

**C.** Expenses at a glance for the meeting were reviewed.

1. MOTION to accept the December 14, 2018, (\$13,178.307) and December 28, 2018 (\$54,977.07) FAO Warrants. (Stapleton;Rosenthal) Unanimously approved.

2. MOTION to accept the December 14, 2018 (\$56,747.82) and December 28, 2018 (\$54,600.99) Payroll Warrants. (Stapleton;Rosenthal) Unanimously approved.

3. MOTION to accept the January 28, 2019 Warrant (\$74,208.04). (Stapleton;Rosenthal) Unanimously approved.

## **VI. Director's Report**

*T. Donlon reported that:*

- I am asking you approve my trip to Albany for NYLA Library Advocacy Day.
- We need to review and vote on the 2019-20 Library Budget.
- The Purchasing Agent position has not been filled and we have decided it is not a full-time position.
- I attended the Port Jefferson School District's recent preliminary budget meeting.
- The Library will be having a part-time social worker on premises.

## **B. Personnel**

MOTION to approve the transfer of \$5,500 from Capital funds to Operating funds to be used for our Social work program.

## **VII. Unfinished Business**

### **A 2019-20 Budget**

MOTION to adopt the following resolution, read by J. Grossman:

WHEREAS, the adoption of the 2019-2020 Fiscal Year budget for the Port Jefferson Free Library may require a tax levy increase that exceeds the tax cap imposed by state law as outlined in General Municipal Law Section 3-c adopted in 2011; and while it is not this Board's intention to exceed the New York State Tax Cap, we are very concerned with the lack of timely guidance, cooperation, and information coming from the New York State agencies charged with enforcing this law.

We feel it is necessary to enact this override resolution in order to protect our community's investment in their public library. This will make our community immune from any errors, omissions, or other difficulties arising from the enforcement of this law.

WHEREAS, General Municipal Law Section 3-c expressly permits the library board to override the tax levy limit by a resolution approved by a vote of sixty percent of qualified board members; now therefore be it

RESOLVED, that the Board of Trustees of the Port Jefferson Free Library voted and approved to exceed the tax levy limit for the 2019-2020 Fiscal Year by at least the sixty percent of the board of trustees as required by state law on January 28, 2019. (Stapleton;Siegel) Unanimously adopted.

MOTION to adopt the following resolution:

A RESOLUTION ADOPTING A BUDGET FOR THE FISCAL YEAR COMMENCING JULY 1, 2019 AND ENDING JUNE 30, 2020, MAKING APPROPRIATIONS FOR THE OPERATION OF THE PORT JEFFERSON FREE LIBRARY FOR SUCH A PERIOD. WHEREAS, This board has met at the time and place required to deliberate on the proposed operating budget for fiscal year 2018-2019 and heard all persons desiring to be heard thereon; now, therefore, be it RESOLVED, The sum of **\$4,481,063.00** be approved for the general use and maintenance of the Port Jefferson Free Library during the fiscal year July 1, 2019-June 30, 2020, which said sum shall be raised by the taxation on the taxable property in Union Free School District #6, and that the Board of Education of said district be authorized and directed to collect said sum as provided by section 416 of the education law.

(Stapleton;Rosenthal) Unanimously adopted.

## **VIII. New Business**

### **A. NYLA**

MOTION to approve the Library Director to attend NYLA Advocacy Day in Albany on February 26 through February 28. Cost not to exceed \$400.00. (Stapleton;Orofino) Unanimously approved.

## **IX. Correspondence and Communications**

None.

## **X. Comments from the Public**

None.

## **XI. Adjournment**

MOTION to adjourn the meeting at 8:31 PM. (Stapleton;Orofino) Unanimously approved.

Respectfully submitted,

Tracy Stapleton  
Secretary, Board of Trustees

*Recorded by V. Schwarz*