

**Port Jefferson Free Library
Library Board of Trustees Meeting
Library Conference Room 7:00 PM
February 25, 2019 Minutes**

Present

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

I. Call to Order

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

II. Approval of the Agenda

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

III. A. Comments from the Public

None present.

B. Comments from the Board

None.

IV. Approval of the Minutes

MOTION to approve the minutes of the January 28, 2019 Board of Trustees meeting. (Rosenthal;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 January 2019.
- C. Expenses at a Glance for February meeting.
 - 1. FAO Warrants of January 11, 2019 (\$14,295.47) & January 25, 2019 (\$54,992.92)
 - 2. Payroll Warrants of January 11, 2019 (\$53,131.36) & January 25, 2019 (\$51,390.63)
 - 3. Warrant of February 25, 2019 (\$82,115.72)

MOTION to accept all Financial Warrants as presented. (Stapelton;Orofino) Unanimously approved.

VI. Library Reports

A. Director's Report

The Director reported that:

- The Annual State report needs to be voted upon.
- He will be attending Library Advocacy Day in Albany tomorrow.
- Librarian Tara Ragona has resigned to take a full-time position at another Library.
- He was asked to speak at the PJ Historical Society's Annual Dinner on March 1.

B. Personnel

MOTION to accept the resignation of Tara Ragona effective March 10, 2019.

MOTION to accept the change in status of Salvatore Filosa to Library Aide Supervisor with a change in salary to Step 6, \$41.08 per hour effective March 2, 2019.

VII. Unfinished Business

A. Building Committee

The Director gave a brief explanation of where the project currently stands.

B. Grants

At 7:44 PM a MOTION to move the meeting into Executive session to discuss the building project. (Prechtli-Loper;Stapleton) Unanimously approved.

MOTION to move the meeting into regular session was made at 8:06 PM. (Stapleton;Orofino) Unanimously approved.

VIII. New Business

A. Annual Report

MOTION to approve the Port Jefferson Free Library Annual Report for Public and Association for Public and Association Libraries-2018 pending SCLS approval. (Neubert;Orofino) Unanimously approved.

B. PayPal

Reviewed and discussed. MOTION tabled until next month.

C. BNB Bank Account

MOTION to add Joseph D. Orofino and remove Lisa Ballou as account signers on the Port Jefferson Free Library BNB bank account. (Stapleton;Siegel) Unanimously approved.

D. NYS Deferred Compensation Plan

MOTION to adopt the NYS Retirement deferred compensation plan at no cost to the Port Jefferson Free Library effective immediately. (Stapleton;Rosenthal) Unanimously approved.

IX. Correspondence and Communication

None

X. Comments from the public

None

XI. Adjournment

MOTION to adjourn the meeting at 8:08 PM. (Stapleton;Prechtli-Loper) Unanimously approved.

Respectfully submitted,

Tracy Stapleton,
Secretary, Board of Trustees