

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

Present

John Grossman	President
Christian Neubert	Vice President
Tracy Stapleton	Secretary
Susan Prechtl-Loper	Financial Officer (absent with excuse)
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 7:15 PM following our Budget Informational Meeting.

II. Approval of the Agenda

MOTION to approve the Agenda. (Orofino;Stapleton) 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 February 25, 2019 Board of Trustees meeting. (Siegel;Rosenthal) Unanimously approved.

V Financial Reports

- A. Business Manager's report to the Treasurer
- B. Comparative Statements of Expenses and Revenue for the month ending February 2019.
- C. Expenses at a Glance for March meeting.
 - 1. FAO Warrants of February 8, 2019 (\$11,439.41) & February 22, 2019 (\$66,190.68)
 - 2. Payroll Warrants of February 8, 2019 (\$52,410.94) & February 22, 2019 (\$53,797.92)
 - 3. Warrant of March 25, 2019 (\$64,487.94)

MOTION to accept all Financial Warrants as presented. (Siegel;Stapleton) Unanimously approved.

VI. Library Reports

A. Director's Report

The Director reported that:

- * Robert Konoski handed in his retirement papers.
- We will be voting on a half-time Administrative clerk/purchasing agent.
- We will be voting on changing the status of a Teen Librarian to full -time status.
- We have met with BNB bank and with the help of Trustee J. Orofino have secured an increase in our interest rates.

B. Personnel

MOTION to accept the resignation of Robert Konoski, effective March 29, 2019 and to fill the open position with 2 half-time Reference Librarians. (Stapleton;Siegel) Unanimously approved.

MOTION to change the status of Khan DeRenzo to full-time, same step and salary, effective March 30, 2019. (Siegel;Rosenthal) Unanimously approved.

MOTION to hire Stephen Boscarino as half-time Administrative Clerk/Purchasing Agent, Step 1-\$23.57 per hour effective immediately. (Orofino;Siegel) Unanimously approved.

VII. Unfinished Business

A. Building Committee

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

VIII. New Business

Reminder from Trustee C. Neubert that next month begins the process of evaluating the Library Director.

IX. Correspondence and Communication

None

X. Comments from the public

None present

XI. Adjournment

MOTION to adjourn the meeting at 7:58 PM. (Stapleton;Neubert) Unanimously approved.

Respectfully submitted,

Tracy Stapleton,
Secretary, Board of Trustees

Recorded by Valerie Schwarz