

**Port Jefferson Free Library  
Library Board of Trustees Meeting Minutes  
Library Conference Room 7:00 PM  
April 29, 2019**

**Present**

John Grossman	President
Christian Neubert	Vice President (absent with excuse)
Tracy Stapleton	Secretary (absent with excuse)
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 7:00 PM.

**II. Approval of the Agenda**

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

A brief power point presentation was given by PJ School District Assistant Superintendent, Sean Leister and Superintendent, Paul Casciano regarding the school districts 2019-20 budget proposal.

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

None present.

**B. Comments from the Board**

None.

**IV. Approval of the Minutes**

MOTION to approve the Budget Informational minutes and the Board of Trustees Meeting Minutes of March 25, 2019. (Orofino;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 March 2019.
- C. Expenses at a Glance for April meeting.
  - 1. FAO Warrants of March 8, 2019 (\$5,564.52) & March 22, 2019 (\$74,678.16)
  - 2. Payroll Warrants of March 8, 2019 (\$50,407.13) & March 22, 2019 (\$51,607.52)
  - 3. Warrant of April 29, 2019 (\$76,168.20)

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

**VI. Library Reports**

**A. Director's Report**

- Congratulations to Trustee Christian Neubert on the birth of his son Morrison James.
- Our budget passed 136 to 13.
- The Library is currently examining different insurance policy options.
- The Bayles House's landscape and fencing was refreshed as an Eagle Scout merit badge project of Scout Gavin Baret.
- We will be voting on two Reference Librarian appointments this evening.
- The Building Committee has met and determined that a variance for parking is needed to move forward our Building plan. Our legal team will submit the proper paperwork to the Village.

**B. Personnel**

Motion to approve the hire of Barbara Rouse and Stacey Cagno-Schlib as half-time Reference Librarians, Step 1- \$33.43 per hour effective May 4, 2019. (Siegel;Orofino) Unanimously approved.

**VII. Unfinished Business****A. Building Committee**

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

**VIII. New Business****A. BNB FHLB Letter**

MOTION to approve BNB's certification and approval of use of the FHLB (Federal Home Loan Bank) Letters of credit. (Orofino;Precht-Loper) Unanimously approved.

**B. Behavior Policy**

The *Behavior Policy* (1<sup>st</sup> Pass) was distributed. It is to replace the *Policy Statement Governing Library Use and Maintenance of Public Order*. It will be voted on at the May Board meeting.

**IX. Correspondence and Communication**

None

**X. Comments from the public**

None present.

**XI. Adjournment**

MOTION to adjourn the meeting at 8:12 PM. (Precht-Loper;Siegel) Unanimously approved.

Respectfully submitted,

John Grossman,  
President, Board of Trustees

*Recorded by Valerie Schwarz*