

**Port Jefferson Free Library  
Library Board of Trustees Meeting  
Library Meeting Room 7:00 PM  
May 20, 2019 Minutes**

**Present**

John Grossman	President
Christian Neubert	Vice President (absent with excuse)
Tracy Stapleton	Secretary
Susan Prechtl-Loper	Financial Officer
Joseph Orofino	Trustee (absent with excuse)
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 7:02 PM.

**II. Approval of the Agenda**

MOTION to approve the Agenda. (Rosenthal;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 April 29, 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 April 2019.
- C. Expenses at a Glance for May meeting.
  - 1. FAO Warrants of April 5, 2019 (\$6,114.25) & April 19, 2019 (\$54,808.50)
  - 2. Payroll Warrants of April 5, 2019 (\$51,317.44) & April 19, 2019 (\$48,369.29)
  - 3. Warrant of May 20, 2019 (\$52,803.09)

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

**VI. Library Reports**

**A. Director's Report**

The Director reported that:

- Suzanne Palmieri handed in her retirement papers.
- We will be approving our Summer Reading program Library Pages.
- We will be approving our Library insurance carrier and our Library auditors.
- We will be voting on our new *PJFL Policy on Behavior* this month and reviewing two other policies to be voted upon next month.
- Our archeological land survey of the Bayles property will be begin tomorrow, May 21.

**B. Personnel**

MOTION to accept the resignation of Suzanne Palmieri, effective May 28, 2019. (Siegel;Stapleton) Unanimously approved.

MOTION to approve the hire of Harrison Cona, Reid Biondo, Ashley Dua, Olivia Weldon, Anna Cerullo, Lucy DeWitt and Samantha Torre as seasonal Summer Library Pages at \$12.00 per hour effective June 1, 2019. (Siegel;Precht-Loper) Unanimously approved.

## **VII. Unfinished Business**

### **A. Policy**

MOTION to replace the *Policy Statement Governing Library Use and Maintenance of Public Order* with the *Port Jefferson Free Library's Policy on Behavior* as presented. (Siegel;Precht-Loper) Unanimously approved. The *Unattended Minor Policy* and *Petty Cash Policy* distributed in the packet as the first pass.

## **VIII. New Business**

### **A. Library Audit Engagement**

MOTION to accept the 2019 Library audit proposal from Baldessari & Coster LLP at a cost not to exceed \$10,450.00 (Siegel;Stapleton) Unanimously approved.

### **B. Library Insurance**

MOTION to adopt the Library's Workers Compensation policy through Hartford Insurance at a cost of \$18,023.00 annually. (Precht-Loper;Siegel) Unanimously approved.

MOTION to move the meeting into Executive session at 7:25 PM to discuss the Director's evaluation. Administration was asked to leave the session.

MOTION to resume the regular session at 7:45 PM. Administration was asked to return.

MOTION to accept the Draft Performance Evaluation of the Library Director as the Final Performance Evaluation. (Siegel;Stapleton) Unanimously approved.

MOTION to renew the contracts of Christina Blount, Valerie Schwarz and Tom Donlon for an additional 3 years to expire on June 30, 2022. (Precht-Loper;Siegel) Unanimously approved.

## **IX. Correspondence and Communication**

None

## **X. Comments from the public**

None present

## **XI. Adjournment**

MOTION to adjourn the meeting at 7:52 PM. (Siegel;Stapleton) Unanimously approved.

Respectfully submitted,

Tracy Stapleton,  
Secretary, Board of Trustees