

**Port Jefferson Free Library
Library Board of Trustees Meeting
Library Meeting Room 7:00 PM
June 24, 2019 Minutes**

Present

John Grossman	President (absent with excuse)
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

C. Neubert called the meeting to order at 7:05 PM.

II. Approval of the Agenda

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

III. A. Comments from the Public

None present.

B. Comments from the Board

Trustee C. Neubert thanked the Board for their baby gift.

IV. Approval of the Minutes

MOTION to approve the minutes of the May 20, 2019 Board of Trustees meeting. (Orofino;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 May 2019.

C. Expenses at a Glance for June meeting.

1. FAO Warrants of May 3, 2019 (\$10,083.28) May 17, 2019 (\$11,681.08) and May 30, 2019 (\$58,376.13)
2. Payroll Warrants of May 3, 2019 (\$48,736.69) May 17, 2019 (\$48,717.83) and May 30, 2019, (\$48,449.72)
3. Warrant of June 24, 2019 (\$62,884.07)

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

VI. Library Reports

A. Director's Report

The Director reported that:

- We need to accept part-time Custodian Darren Hunold's resignation and approve the hire of a replacement.
- Our archeological land survey of 205 E. Main Street was completed.
- Once again, we will be discussing our Library insurance carriers and pricing.
- We will be voting on adopting two new policies.

B. Personnel

1. MOTION to accept the June 27, resignation of custodian Darren Hunold and hire a part-time custodian at Step 1-\$19.13 per hour effective immediately. (Stapleton;Orofino) Unanimously approved.

2. MOTION to approve a 2 percent pay increase to all confidential employees as of July 1, 2019. (Siegel;Orofino) Unanimously approved.

VII. Unfinished Business

A. Policies

1. MOTION to adopt the *Unattended Minor Policy* as presented. (Orofino;Stapleton) Unanimously approved.
2. MOTION to adopt the *Petty Cash Policy* as amended. (Orofino;Stapleton) Unanimously approved.

B. Building Plan

T. Donlon reports that the archeological land survey of 205 E. Main Street was completed. He also met with Mayor Garant regarding the current status of our project.

VIII. New Business

A. Reorganization

MOTION to accept the 2019 Library Reorganization form as presented. (Stapleton;Siegel) Unanimously approved.

MOTION to move the meeting into Executive session at 7:55 PM to discuss personnel. (Siegel;Rosenthal) Unanimously approved.

MOTION to resume the regular board meeting at 8:33 PM. (Stapleton;Rosenthal) Unanimously approved.

B. Library Insurance

MOTION to approve the Long-term disability (Accidental Death and Dismemberment) policy through Hartford Insurance at a rate of \$2,224 annually. (Stapleton;Siegel) Unanimously approved.

IX. Correspondence and Communication

None

X. Comments from the public

None present

XI. Adjournment

MOTION to adjourn the meeting at 8:36 PM. (Siegel;Rosenthal) Unanimously approved.

Respectfully submitted,

Tracy Stapleton,
Secretary, Board of Trustees