

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

**Present**

John Grossman	President
Christian Neubert	Vice President
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 7:02 PM.

**II. Approval of the Agenda**

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

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

None present.

**B. Comments from the Board**

Trustee S. Prechtl-Loper stated, "the parking is terrible."

**IV. Approval of the Minutes**

MOTION to approve the minutes of the June 24, 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 June 2019.
- C. Expenses at a Glance for July meeting.
  - 1. FAO Warrants of June 14, 2019 (\$12,399.64) June 28, 2019 (\$53,172.69).
  - 2. Payroll Warrants of June 14, 2019 (\$48,544.73) June 28, 2019 (\$46,637.61).
  - 3. Health Rebate Payroll Warrant of June 30, 2019 (\$11,341.04)
  - 4. Warrant of July 29, 2019 (\$75,429.73)

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

MOTION to transfer \$75,000 from our General Fund to our Debt Services Fund. (Siegel;Neubert) Unanimously Approved.

MOTION to approve the Comsewogue-Port Jefferson Library Services Joint Contract 2019-20 for service to Miller Place. (Orofino;Neubert) Unanimously approved.

MOTION to approve the Comsewogue-Port Jefferson Library Services Joint Contract 2020-21 for service to Mount Sinai. (Orofino;Neubert) Unanimously approved.

**VI. Library Reports**

**A. Director's Report**

The Director reported that:

- We need to approve the NYLA Attendance for Sarina LaTorre-Sicurella and myself.
- We had the exterminators here to rid us of a millipede infestation.

- Our social worker program is flourishing. I have a written report from the social workers for review.
- We will be choosing and voting on the upcoming year's liability/umbrella insurance.

**B. Personnel**

No personnel items to discuss.

**VII. Unfinished Business**

None

**VIII. New Business**

**A. NYLA**

MOTION to approve NYLA conference attendance of Tom Donlon and Sarina LaTorre-Sicurella not to exceed \$1,900. (Orofino;Neubert) Unanimously approved.

**B. EyeMed Vision Insurance Plan**

MOTION to adopt EyeMed Vision insurance plan for employees at no cost to the Library beginning, September 1, 2019. (Prechtl-Loper; Rosenthal) Unanimously approved.

**C. Credit Card Payments**

MOTION to begin accepting credit cards as a form of payment with a minimum charge of \$5.00. (Neubert; Orofino) Unanimously approved.

**IX. Correspondence and Communication**

None

**X. Comments from the public**

None present

**XI. Adjournment**

MOTION to adjourn the meeting at 7:33 PM. (Prechtl-Loper;Neubert) Unanimously approved.

Respectfully submitted,

John Grossman,  
President, Board of Trustees