

**Port Jefferson Free Library
Library Board of Trustees Meeting Minutes
Library Conference Room 7:00 PM
September 23, 2019**

Present

John Grossman	President
Christian Neubert	Vice President
Tracy Stapleton	Secretary
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. (Siegel;Orofino) 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 Board of Trustees Meeting Minutes of July 29, 2019. (Orofino;Siegel) Unanimously approved.

MOTION to approve the minutes of the Special Meeting of September 9, 2019. (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 July/August 2019.

C. Expenses at a Glance for September 2019 meeting.

1. Vacation Buy Back Warrant of July 10, 2019 (\$25,007.62)
2. FAO Warrants of July 12, 2019 (\$20,239.97) & July 26, 2019 (\$59,479.45)
FAO Warrants of August 9, 2019 (\$15,582.21) & August 23, 2019 (\$67,031.70)
3. Payroll Warrants of July 12, 2019 (\$48,188.34) & July 26, 2019 (\$49,300.32)
Payroll Warrants of August 9, 2019 (\$52,404.00) & August 23, 2019 (\$50,908.07)
4. Warrant of August 26, 2019 (\$71,808.82)
5. August 26, 2019 Capital Warrant (\$1,700.00)
6. Warrant of September 23, 2019 (\$49,049.35)

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

MOTION to open a new BNB Merchant Service checking account for credit card payments to be deposited into, with account signers of: John Grossman, Christian Neubert, Tracy Stapleton, Susan Prechtl-Loper, Joseph Orofino and Michael Haran. (Siegel;Neubert) Unanimously approved.

VI. Library Reports

A. Director's Report

The Director reported:

- We need to vote on the status of Venus Chavez from Librarian Trainee to Librarian.

- We need to change the status of our substitute custodian to part-time and canvass for a new substitute.
- The Library passed its first passport review from NY State, with high marks.
- We have stopped using Lynda.com and began using Universal Class.
- An article explaining the future restrictions on e-book purchases through Macmillan is contained in your packet.

B. Personnel

Motion to appoint Venus Chavez from Librarian Trainee, to Librarian 1, Step 1-\$34.10 per hour. (Prechtl-Loper;Neubert) Unanimously approved.

Motion to change the status of Aaron Lipski from substitute custodian to part-time custodian, same step and salary. (Orofino;Siegel) Unanimously approved.

Motion to canvass for a replacement substitute custodian. (Rosenthal;Orofino) Unanimously approved.

VII. Unfinished Business

A. Building Committee

Reviewed and discussed.

Motion to table the existing site plan and proceed with the demolition of 114 Thompson Street along with the rehabilitation of the 205 E. Main Street property. (Orofino;Neubert) Unanimously approved.

VIII. New Business

IX. Correspondence and Communication

None

X. Comments from the public

None present.

Vice-President Neubert asked a question regarding the Librarian's reports and statistics.

XI. Adjournment

MOTION to adjourn the meeting at 7:59 PM. (Prechtl-Loper;Orofino) Unanimously approved.

Respectfully submitted,

John Grossman,
President, Board of Trustees

Recorded by Valerie Schwarz