

**Port Jefferson Free Library
Library Board of Trustees Meeting Minutes
Library Conference Room 7:00 PM
November 18, 2019**

Present

John Grossman	President
Christian Neubert	Vice President
Susan Prechtel-Loper	Financial Officer
Joseph Orofino	Trustee (video-conference)
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 October 28, 2019. (Neubert;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 July/August 2019.
- C. Expenses at a Glance for September 2019 meeting.
 - 1. FAO Warrants of September 6, 2019 (\$33,697.51) and September 20, 2019 (\$65,847.13)
 - 2. Payroll Warrants of September 6, 2019 (\$49,575.26) and September 20, 2019 (\$50,791.09)
 - 3. Warrant of October 28, 2019 (\$40,570.20)
 - 4. FAO Warrants of October 4, 2019 (\$8,912.92) and October 18, 2019 (\$51,278.18)
 - 5. Payroll Warrants of October 4, 2019 (\$49,557.42) and October 18, 2019 (\$48,534.87)
 - 6. Warrant of November 18, 2019 (\$310,043.24)

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

At 7:08 there was a MOTION to enter into executive session to discuss pending litigation. (Siegel;Neubert) Unanimously approved.

At 8:11 there was a MOTION to exit executive session. (Siegel;Orofino) Unanimously approved.

RESOLVED, that notwithstanding Tracy Stapleton should be retained as Trustee deemed that the October 28 motion to be invalid. (Prechtel-Loper;Rosenthal) Unanimously approved.

President Grossman announced he intends to file a letter to T. Stapleton citing neglect of duty.

VI. Library Reports

A. Director's Report

The Director reported:

- We need to vote on our substitute custodian.
- We need to vote on two revised policies and the Thermal Solutions contract.
- The SCLS Budget is in the packet and we need to discuss and vote on it.
- Reminder that Dicken's weekend is December 7 & 8 and the Library will be participating as usual.

B. Personnel

Motion to approve the hire of Frank Maniaci as substitute custodian, Step 1-\$19.13 per hour effective immediately. (Prechtl-Loper;Neubert) Unanimously approved.

VII. Unfinished Business

A. Building Update

Director discussed the price quote he has obtained on the demolition cost of 114 Thompson Street.

B. Policies

Reviewed and discussed the second review of the Petty Cash and Credit card policies.

MOTION to adopt the Petty Cash Policy as presented. (Siegel;Neubert) Unanimously adopted.

MOTION to adopt the Credit Card Policy as presented. (Prechtl-Loper;Siegel) Unanimously adopted.

VIII. New Business

A. SCLS Budget

MOTION to cast 5 votes in favor of the SCLS FY 2020 Operating Budget as presented.

(Prechtl Loper;Rosenthal) Unanimously approved.

B. Thermal Solutions

MOTION to accept the Thermal Solutions Maintenance & Service agreement at a rate of \$6,025.00 annually. (Siegle;Prechtl-Loper) Unanimously approved.

IX. Correspondence and Communication

None

X. Comments from the public

None present.

Vice-President Neubert gave some suggestions for the future. He would like to see the attendance policy more in-line with the NY State policy. He thinks Board Members need to pay more attention to upcoming meeting dates. He states that committee meeting notes should be sent to all board members in the future. He also stressed that any comments and/or questions should always go through the board President.

XI. Adjournment

MOTION to adjourn the meeting at 8:51 PM. (Rosenthal;Orofino) Unanimously approved.

Respectfully submitted,

John Grossman,
President, Board of Trustees

Recorded by Valerie Schwarz