

**Port Jefferson Free Library
Library Board of Trustees Meeting Minutes
Library Conference Room 7:00 PM
December 16, 2019**

Present

John Grossman	President
Christian Neubert	Vice President
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 6:40 PM directly after the Meet the Candidate session.

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

Trustee C. Siegel expressed his admiration of his fellow trustees regarding how they handled a particular deliberation. Board President agreed.

IV. Approval of the Minutes

MOTION to approve the Board of Trustees Meeting Minutes of November 18 and Special Meeting of December 2, 2019. (Orofino;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 November 2019.
- C. Expenses at a Glance for December 2019 meeting.
 - 1. FAO Warrants of November 1, 2019 (\$16,862.79) November 15, 2019 (\$59,474.87) and November 29, 2019 (\$13,092.71)
 - 2. Payroll Warrants of November 1, 2019 (\$48,757.50) November 15, 2019 (\$49,729.67) and November 29, 2019 (\$52,822.58)
 - 3. Warrant of December 16, 2019 (\$67,430.87)
 - 4. Capital Warrant of December 16, 2019 (\$8,688.75)

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

VII A. Library Audit (moved to beginning of meeting)

Reviewed and discussed the 2019 Library audit report with Al Coster of Baldessari and Coster LLP.

MOTION to accept the June 30, 2019 Port Jefferson Library Financial Audit report as presented. (Siegel;Prechtl-Loper) Unanimously accepted.

VI. Library Reports

A. Director's Report

The Director reported:

- We need to vote on replacing a vacated custodial position with our current substitute custodian.
- We have received a price quote for fencing and a gate for our parking lot to replace the current lock and chain.
- As per our Trustee bylaws, we need to have a Slate of Officers in place for the Annual Meeting on January 15.

- We are gathering prices on new flooring for the Children's Activity Room along with the Meeting and Conference Rooms.
- The Staff Holiday Luncheon is tomorrow, December 17 at 1:00 PM.

B. Personnel

Motion to accept the resignation of part-time custodian Aaron Lipski (Siegel;Precht-Loper) Unanimously approved.

Motion to approve the hire of Frank Maniaci as part-time custodian, Step 1-\$19.13 per hour, effective immediately. (Orofino;Siegel) Unanimously approved.

Motion to canvass for a replacement substitute custodian. (Precht-Loper;Siegel) Unanimously approved.

VII. Unfinished Business

A. Building Update

The Board reviewed and discussed the various price quotes obtained for the demolition of 114 Thompson Street. Board is enthusiastic about beginning the process.

MOTION to contract with Panzer Demolition and Abatement Group to demolish the 114 Thompson Street house, as per quote of October 24, 2019, at an amount of \$60,013. (Siegel;Orofino) Unanimously approved.

VIII. New Business

A. Library Audit *(moved to earlier in the meeting)*

Reviewed and discussed the 2019 Library audit report with Al Coster of Baldessari and Coster LLP.

MOTION to accept the June 30, 2019 Port Jefferson Library Financial Audit report as presented. (Siegel;Precht-Loper) Unanimously accepted.

B. Board Officer Nominations

MOTION to nominate J. Orofino as PJFL Board of Trustees's Secretary. (Siegel;Neubert) Unanimously approved.

MOTION to keep the current slate of officers for 2020. (Orofino;Rosenthal) Unanimously approved.

C. Budget

2020-21 draft budget sheets distributed to Board of Trustees for review. Budget will be discussed at the January Board of Trustee Meeting.

IX. Correspondence and Communication

None

X. Comments from the public

None present.

Vice-President Neubert had some questions regarding the high PS&G bills. He also asked how much money is raised by mailing out the Annual Giving Letter.

XI. Adjournment

MOTION to adjourn the meeting at 8:08 PM. (Precht-Loper;Siegel) Unanimously approved.

Respectfully submitted,

Joseph Orofino,
Secretary, Board of Trustees

Recorded by Valerie Schwarz