

**Port Jefferson Free Library  
Library Board of Trustees Meeting Minutes  
Library Conference Room 7:00 PM  
January 27, 2020**

**Present**

John Grossman	President
Christian Neubert	Vice President
Susan PrechtI-Loper	Financial Officer (absent)
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.

**Slate of Officers**

MOTION to accept the slate of Officers as presented. (Siegel;Rosenthal) Unanimously accepted.

**II. Approval of the Agenda**

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

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

None.

**B. Comments from the Board**

Trustee C. Siegel apprised the Board that he was questioned about the Library's Giving Letter and its proceeds.

**Friends Report**

N. Rosenthal gave the Friends of the Port Jefferson Free Library 2019 report. They currently are at 66 subscribers. Twenty-two of them are active. She gave a detailed report on the many items the Friends have sponsored over the past year.

**Oath of Office**

Library Director, Tom Donlon administered the Trustee Oath of Office at 7:17PM.

**IV. Approval of the Minutes**

MOTION to approve the Board of Trustees Meeting Minutes of December 16, 2019 and the Annual Meeting of January 9, 2019. (Siegel;Neubert) Unanimously approved.

**V Financial Reports**

- A. Business Manager's report to the Treasurer
- B. Comparative Statements of Expenses and Revenue for the month ending December 2019.
- C. Expenses at a Glance for January 2020 meeting.
  - 1. FAO Warrants of December 13, 2019 (\$13,210.11) December 27, 2019 (\$57,180.32)
  - 2. Payroll Warrants of December 13, 2019 (\$50,625.25) December 27, 2019 (\$51,125.06) and
  - 3. Warrant of January 27, 2020 (\$69,249.55)

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

**VI. Library Reports**

**A. Director's Report**

*The Director reported:*

- Congratulations go out to Board President, J. Grossman who was re-elected to a 5-year term.
- We need to vote on the status of M. Williams.

- We have prepared the operating budget for 2020-21 which needs approval.
- We need to approve our Library Counsel's annual retainer invoice.
- We need approval on our quote for replacement flooring in the Children's Activity Room along with the Meeting and Conference Rooms.
- We will be discussing our Press Release for the Time Beacon Record Newspaper.

## **B. Personnel**

Motion to reclassify Monica Williams from quarter-time to half-time same step and salary. (Neubert;Orofino) Unanimously approved.

## **VII. Unfinished Business**

### **A. Building Update**

The Board reviewed and discussed the demolition date and details regarding 114 Thompson Street.

### **B. Library Operating Budget**

A. WHEREAS, the adoption of the 2020-2021 Fiscal Year budget for the Port Jefferson Free Library may require a tax levy increase that exceeds the tax cap imposed by state law as outlined in General Municipal Law Section 3-c adopted in 2011; and while it is not this Board's intention to exceed the New York State Tax Cap, we are very concerned with the lack of timely guidance, cooperation, and information coming from the New York State agencies charged with enforcing this law.

We feel it is necessary to enact this override resolution in order to protect our community's investment in their public library. This will make our community immune from any errors, omissions, or other difficulties arising from the enforcement of this law.

WHEREAS, General Municipal Law Section 3-c expressly permits the library board to override the tax levy limit by a resolution approved by a vote of sixty percent of qualified board members; now therefore be it RESOLVED, that the Board of Trustees of the Port Jefferson Free Library voted and approved to exceed the tax levy limit for the 2020-2021 Fiscal Year by at least the sixty percent of the board of trustees as required by state law on January 27, 2020.

*MOTION TO ADOPT THE TAX CAP RESOLUTION AS PRESENTED. (Siegel;Rosenthal) Unanimously approved.*

B. A RESOLUTION ADOPTING A BUDGET FOR THE FISCAL YEAR COMMENCING JULY 1, 2020 AND ENDING JUNE 30, 2021, MAKING APPROPRIATIONS FOR THE OPERATION OF THE PORT JEFFERSON FREE LIBRARY FOR SUCH A PERIOD. WHEREAS, this board has met at the time and place required to deliberate on the proposed operating budget for fiscal year 2020-2021 and heard all persons desiring to be heard thereon; now, therefore, be it RESOLVED, the sum of \$3,218,315 be approved for the general use and maintenance of the Port Jefferson Free Library during the fiscal year July 1, 2020-June 30, 2021, which said sum shall be raised by the taxation on the taxable property in Union Free School District #6, and that the Board of Education of said district be authorized and directed to collect said sum as provided by section 416 of the education law.

*MOTION TO ADOPT THE 2020-21 LIBRARY OPERATING BUDGET AS PRESENTED (Siegel;Orofino) Unanimously approved.*

## **VIII. New Business**

### **A. Fencing**

MOTION to contract with Smith Point Fence for \$7,400 for fencing and installation as per sales contract dated January 9, 2020. (Neubert; Siegel) Unanimously accepted.

### **B. Library Attorney**

MOTION to renew our contract with Kevin Seaman as General Counsel/Labor Counsel for an annual retainer of \$8,500; for the year 2020. (Orofino; Siegel) Unanimously accepted

### **C. Flooring**

MOTION to contract with G.O. Flooring for replacement of Children's Activity Room, Conference Room and Meeting Room flooring as per invoice No. 11-0968 for \$17,269.00. (Neubert;Siegel) Unanimously approved.

**E. Appointment of Trustee**

Reviewed and discussed. MOTION to appoint Nicole Connelly as a Trustee of the Port Jefferson Free Library Board of Trustees for the year 2020. (Orofinon;Neubert) 1-Abs (Rosenthal) Motion passes.

**IX. Correspondence and Communication**

None

**X. Comments from the public**

None present.

MOTION to enter into Executive Session at 7:43 PM to discuss pending litigation. (Neubert;Siegel) Unanimously approved.

MOTION to resume regular session at 8:25 PM. (Neubert;Siegel) Unanimously approved.

**XI. Adjournment**

MOTION to adjourn the meeting at 8:26 PM. (Siegel;Orofino) Unanimously approved.

Respectfully submitted,

Carl Siegel,  
Secretary, Board of Trustee