

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES**  
**of the**  
**PORT JEFFERSON FREE LIBRARY**  
**held October 26, 2015**  
100 Thompson Street  
Port Jefferson, NY 11777

**Present**

Laura Hill Timpanaro	President
John Grossman	Vice President
Tracy Stapleton	Secretary
Susan Prechtl-Loper	Financial Officer
Lisa Ballou	Trustee
Christian Neubert	Trustee
Patricia Harsch	Business Manager
Thomas Donlon	Interim Director
Valerie Schwarz	Interim Assistant Director

**I. Call to Order**

J. Grossman called the meeting to order at 7:10 PM.

**II. Approval of the Agenda**

MOTION to approve the agenda. (Stapleton;Ballou) Unanimously approved.

**III. Comments from the Public**

None present.

**I. Comments from the Board**

J. Grossman stated that if you would like to talk about board business, please speak before the meeting is adjourned. You should add it to the agenda or go into executive session to discuss the matter.

**IV. Approval of the Minutes**

MOTION to approve the Minutes for the Board Meeting held on September 28, 2015. (Stapleton;Ballou) Unanimously approved.

**V. Financial Reports**

**A.** Business Manager's Report to the Treasurer given by P. Harsch.

**B.** Comparative Statements of Expenses & Revenue for the month's ending were reviewed.

**C.** Expenses at a glance for the meeting were reviewed.

1. MOTION to accept the September 1, 2015 (\$9,495.80) and September 25, 2015 (\$48,067.05) FAO Warrants.

(Grossman;Stapleton) Unanimously approved.

2. MOTION to accept the September 11, 2015 (\$49,284.11) and September 25, 2015 (\$52,135.19) Payroll Warrants.

(Stapleton;Grossman) Unanimously approved.

3. MOTION to accept the October 26, 2015 Warrant (\$46,686.20). (Grossman;Stapleton) Unanimously approved.

4. MOTION to accept the October 26, 2015 Capital Warrant (\$2,000). (Grossman;Stapleton) Unanimously approved.

**D. Library Audit Report**

Library audit report given by A. Coster of Baldessari & Coster LLP. Interim Director, T. Donlon officially thanked P. Harsch, Business Manger for her help throughout the process.

MOTION to accept the June 20, 2015 Library Audit report as presented by A. Coster. (Stapleton;Prechtl-Loper) Unanimously approved.

**VI. Director's Report**

*T. Donlon reported that:*

- We have hit the 3 month mark as Interim Directors and informed the Board of the numerous projects that the new leadership team accomplished to date. He also restated his appreciation to the Board for this opportunity. The Library staff has been on board and commended him for all of the positive changes to date.
- Had the opportunity (thanks to J.Grossman) to have a presence at the open school night at Mt. Sinai schools where for the first time ever, the library was able to sign people up for library cards.
- The Director stated that he has just returned from NYLA where he had the chance to speak with a few architects.
- Librarian, A. Bliss secured a \$4,500 technology grant for the library from Best Buy for technology programs.

## **B. Personnel**

MOTION to approve the hire of Thomas Cleary as Substitute Custodian, Step 1-\$17.45 per hour.(Ballou;Precht-Loper)  
Unanimously approved.

## **VII. Unfinished Business**

### **A. Policies**

MOTION to adopt the Paliamentary Authority Policy and the Public Participation Policy as presented. (Neubert;Precht-Loper)  
Unanimously approved.

### **B.Children's Room/Tween Area Renovation**

MOTION to approve the Tween and Children's Room remodel at a cost not to exceed \$12,000. (Stapleton;Grossman)  
Unanimously approved.

### **C. Planning**

L. Rosner gave an in-depth overview of the Building Committee's two final architectural candidates who submitted proposals in regards to the RFP of September 23, 2015. He investigated the candidates with pictures and pricing, comparing the cost and the scope of the project. Board was in agreement and voted.

MOTION to grant the Planning Committee the power to award the proposal for Architectural and Engineering Services for additions and remodeling of the Port Jefferson Free Library and surrounding properties to Holzman Moss Bottino Architecture of New York, NY as per their submitted proposal of September 23, 2015. (Grossman;Neubert) Unanimously Approved.

### **D. Website**

V. Schwarz gave an update of the website layout along with the new logo. The library wishes to roll it out at the beginning of the new year.

## **VIII. New Business**

C. Neubert would like to see a Trustee Workshop organized for this upcoming Spring especially if there are new Trustee's comming onboard.

## **IX. Correspondence and Communications**

- Grant letters from Best Buy and National Christian Foundation.

## **X. Comments from the Public**

None present.

## **X. Adjournment**

MOTION to adjourn the meeting at 9:56 PM. (Grossman;Ballou) Unanimously approved.

Respectfully submitted,

Tracy Stapleton  
Secretary, Board of Trustees