

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES**  
of the  
**PORT JEFFERSON FREE LIBRARY**  
held August 16, 2011  
100 Thompson Street  
Port Jefferson, NY 11777

**Present**

Audrey Dombroski	President
Lisa Acampora	Vice President (absent with excuse)
John Cona	Financial Officer (absent with excuse)
Margaret Cohee	Secretary
Adam DeWitt	Trustee
Tracy Stapleton	Trustee
Laura Hill Timpanaro	Trustee (absent with excuse)
Robert Goykin	Director
Valerie Schwarz	Secretary to the Board
Patricia Wojcik	Business Manager

**DRAFT**

**I. Call to Order**

The meeting was called to order by A. Dombroski at 7:10 PM.

**II. Approval of the Agenda**

Motion to accept the meeting's agenda (DeWitt; Cohee) Motion passed.

**II. A. Comments from the Public**

Welcome back.

**B. Comments from the Board**

Welcome back. A. Dombroski thanked the Board for their support while job searching for a librarian position.

**III. Approval of Minutes**

Minutes of the meeting held June 20, 2011 were unanimously approved. (Cohee; Stapleton) Motion passed.

**IV. Friends Reports**

The Friends program "Caps off to Port Jefferson" has contributed over 50 lbs. of caps. The friends also supplied prizes for the Summer Reading programs. They have begun planning the second annual photo contest with local architecture being the theme. The book shop is having a special on paperback books. Purchase two books for fifty cents. Friends next meeting will be September 14. They will be funding \$1,100 for the library museum passes. Board President, A. Dombroski thanked the Friends for their generous contribution.

**V. Financial Reports**

- A. Business Manager's Report to Treasurer reviewed and discussed. Of note the Annual Audit began today & will continue for the week.
- B. Comparative Statements of Expenses & Revenue for the months ending June and July were reviewed and discussed.
- C. Expenses at a Glance, for August Meeting reviewed and discussed.
- D. FAO Warrants of June 10, 24; July 8 (Cohee, DeWitt) were unanimously approved.  
Payroll Warrants of June 10, 24; July 8, 22; June 30 Health Rebate and Vacation Buy-back (DeWitt, Stapleton) were unanimously approved.

**VI. Library Reports**

**A. Director's Report**

Mr. Goykin stated that summer is a very busy time but the staff, administration and board are all working for the same goals.

*He also states:*

Colleen Cheshire has received her Public Librarians Certificate.

The library has begun interviewing for the business office clerk position and treasurer.

The Utica Insurance Workers Comp. Auditor was here and performed a payroll audit. They stated that our payroll records are in excellent shape and quarterly taxes are impeccable.

We have received a response from LRS Desposito regarding the CBA and will be discussed in Executive session.

Have received the proposals from Regan Agency for Utica's Library Protection Plan insurance coverage. The original proposal was a 2/9% increase. I asked for a reconsideration of the premium due to the Tax Cap and they came back with a 1.9% increase with no reduction in coverage.

The library will be seal coating the parking lot and adding a handicapped sign. We would also like to place some "Library Parking Only" signs in the lot.

We were informed by Sandpebble Construction that the Village may have relaxed their demolition requirements. We will investigate further.

NYLA is being held on Nov. 3 to Nov. 5 in Saratoga Springs. A brochure was distributed in your packet.

Suffolk County legislative breakfast will be held Friday, September 16 at Middle Country Public Library.

He is pleased to announce that five trustees attended the meetings held by SCLS director regarding the tax cap legislation. Online library card registration has begun and online program registration is coming to the library shortly.

Live-Library downloads have increased over 200% to about 850 a day county-wide.

Teen Center lease finalized. Details will be discussed during executive session.

Staff marketing committee results already beginning to show. They are currently involved in the Living Heritage Project, email newsletters, the Check-Out Discounts with your Library Card project, Museum passes and the Online program registration. These projects would not be successful without staff from all departments pitching in. (At this point drafts of many of the marketing committee project drafts were circulated.) The Library banner (hanging in room) was displayed which will hang across E. Broadway during the last 2 months of August just before Library Card sign-up month. Thank you to all staff members involved in these projects.

Director announced that along with designing the new banner, Nicole Greenhalgh has created an online Community Organization events calendar which is linked to the staff intranet. This calendar will keep us informed of upcoming Community and Village projects. Now ongoing special events that we wish to participate in will not sneak up on us.

Nicole Greenhalgh, Communication Clerk gave a brief report. Nicole stated that with September being Library Card sign up month, the library is kicking off with a new Yeoman look and an online email newsletter. The re-vamped newsletter will have a new ink color which is more branded to the website. She passed around new logo designs for the newsletter.

After the Director's report, there was a Motion to move Colleen Cheshire from the Librarian Trainee schedule to the Librarian 1 Schedule Step one at \$29.25 hr. (Cohee;DeWitt) passed.

## **B. Trustee Report**

None

## **VII. Unfinished Business**

### **A. Registration Policy**

Motion to move the Not-For-Profit Organizations from the Circulation Policy to the Registration Policy as indicated in attachment. (DeWitt;Dombroski) passed.

## **VIII. New Business**

### **A. Utica Insurance**

Motion to approve the renewal of our liability Insurance from Utica for \$29,383.46. (DeWitt, Cohee) passed.

### **B. Reorganization Chart**

Motion to accept the reorganization chart as presented. (Cohee, Stapleton) passed.

Question by A. Dombroski regarding a Trustee Attendance Policy. Board Members discussed this issue and read excerpts from the trustee handbook regarding a Trustees' attendance at board meetings.

## **IX. Correspondence and Communications**

None

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

Staff member asked the board to keep the September promotions under wrap to unveil to the public for September.

Motion to move the meeting into Executive session at 9:00 PM to discuss personnel issues, the 105 E. Main Street Lease and the Collective Bargaining Agreement. (DeWitt, Cohee) unanimously approved.

Motion to resume the regular Board meeting at 10:15 PM (Cohee, DeWitt) unanimously approved.

Motion to move Nicole Greenhalgh status from half-time to full-time. (Stapleton;Cohee) passed.

Motion to write the Board of Trustees Attendance Policy as discussed in Executive Session. (Stapleton, DeWitt) passed.

Motion to accept the YA Center lease as presented tonight. (Cohee; DeWitt) passed.

## **XII. Adjournment**

On a Motion the meeting adjourned at 10:18 PM. (Cohee, DeWitt) unanimously approved.

Respectfully submitted,

Margaret Cohee,  
Secretary