

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

Present

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

I. Call to Order

The meeting was called to order by A. Dombroski at 7:03 PM.

II. Approval of the Agenda

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

II. A. Comments from the Public

None.

B. Comments from the Board

None

III. Approval of Minutes

Minutes of the meeting held April 25, 2011 were unanimously approved. (DeWitt; Acampora) Motion passed.

IV. Friends Reports

The Friends attended the Village's April 26 Health and Wellness Expo. The Friends of the PJFL are coordinating a special recycling program called, "Caps off to Port Jefferson." Containers used for recycling #5 caps are at the main building and the Teen Center. After handing in her Friends' membership, Board President, A. Dombroski encouraged all Trustees to become members of the Friends of the Library.

V. Financial Reports

- A. Business Manager's Report to Treasurer reviewed and discussed. Of note Business Manager is currently inputting data into the new Time and Attendance Software.
- B. Comparative Statements of Expenses & Revenue for the month ending April reviewed and discussed.
- C. Expenses at a Glance, for May Meeting reviewed and discussed.
- D. FAO Warrants of April 1, 15, 29 and the May 16 Warrant (Cohee, DeWitt) unanimously approved.
Payroll Warrants of April 1, 15, 29 (DeWitt, Cohee) unanimously approved.

VI. Library Reports

A. Director's Report

Mr. Goykin stated that there were no changes this month to personnel. Time and Attendance Software is purchased and installed and currently P. Wojcik is inputting employees data. Sandpebble builders will be here tonight to give additional information on 114 Thompson Street. It has been one year since the Library has begun with new green maintenance products. B. Johnson and L. Gavin and P. Wojcik were commended for making this work. Once again a joint mailing to the contract residents reminding them to get a library card from either Library will be mailed. Comsewogue Director Brandon Pantorno was contacted about setting up a meeting between the two Directors and perhaps two Trustees from Comsewogue and P.J. SCLS Director K. Verbese and Comsewogue Director B. Pantorno wanted to wait until the school budget vote results before additional discussion. Verbese believes Miller Place will see a 25% increase in their library tax bill next year when they use the new census numbers and they will be looking for ways to reduce that amount. The Library will be the host for most of the future Chamber of Commerce meetings. We will be participating in the Economic Development Council's (EDC) "Vil-

lage Art Walk and Pet Adoption Awareness Weekend” by hosting an outdoor concert on our lawn. Mayor Garant will attend a library staff meeting on Wednesday to discuss her offer of discounted parking passes for library employees. K. Rico was given credit for a new program where local participating merchants would offer a discount to people who show a Port Jefferson Library card. A list of participating merchants will be posted in the library and merchants would also display some kind of logo in their shop window. At the LIPA task force meeting of 4/29 there seemed to be an agreement amongst members that the plant will not be repowered. There is still no final decision or idea of the tax implications. Long Island Talking Books will be discontinued in January 2012.

B. Trustee Report

a. Library Advocacy Committee

Nothing to report this month

b. Bylaws Committee

The Conflict of Interest Policy was worked on by the Bylaws Committee. A copy of this draft was distributed to the trustees. Trustees will read and review and comment for next Board Meeting. Updated Member Bylaws draft also to be distributed at next meeting. Revisions will be sent to V. Schwarz.

VII. Unfinished Business

A. 150 Main Street Lease

To be discussed in Executive Session.

B. Sandpebble

Sandpebble Builders gave a power point presentation on Green Buildings. They also spoke about the 114 Thompson street property. Sandpebble discussed two ideas on dismantling the property along with adding drainage, some landscaping and ball park price quote for the ideas.

VIII. New Business

A. Discussion of Board Planning Committee

A board Planning committee was formed consisting of A. Dombroski, T. Stapleton and L. Timpanaro.

B. Presentation of Staff Intranet Resource Page

R. Johnson presented his newly completed staff intranet page. He demonstrated how this page would be a central tool for staff information. It also save the library from using unnecessary paper. The board and Director commended him on his work.

IX. Correspondence and Communications

None

X. Comments from the Public

None

Motion to move the meeting into Executive session at 9:25 PM to discuss the 105 E. Main Street Lease. (DeWitt, Cohee) unanimously approved.

Motion to resume the regular Board meeting at 10:45 PM (Cohee, Acampora) unanimously approved.

XII. Adjournment

On a Motion the meeting adjourned at 10:46 PM. (Cohee, DeWitt) unanimously approved.

Respectfully submitted,

Margaret Cohee,
Secretary