

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES**  
of the  
**PORT JEFFERSON FREE LIBRARY**  
held November 21, 2011  
100 Thompson Street  
Port Jefferson, NY 11777

**Present**

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

**I. Call to Order**

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

**II. Approval of the Agenda**

Motion to accept the November 21 meeting agenda as presented (Cohee, Acampora) unanimously approved.

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

None in attendance.

**B. Comments from the Board**

None.

**IV. Approval of Minutes**

Amended Minutes of the meeting held October 17, 2011 (Stapleton, Cohee) unanimously approved.

**V. Friends Reports**

Friends report distributed in packet.

**VI. Financial Reports**

Of note this month Michael Haran was hired as the Library Treasurer. Financial Officer L. Timpanaro and Business Manager P. Wojcik met to review procedures. Mr. Haran will meet the Library Board in January. As of this meeting the TD bank accounts have been closed.

- A. Business Manager's Report to Treasurer reviewed and discussed.
- B. Comparative Statements of Expenses & Revenue for the month ending October 2011 reviewed and discussed.
- C. Expenses at a Glance, for November Meeting reviewed and discussed.
- D.      October 14, 28 FAO Warrants  
          October 14, 28 Payroll Warrants  
          November 21 Warrant

Motion to approve the Financial Warrants with corrections (Cohee; Acampora) unanimously approved.

Motion to approve the payroll Warrants as presented (DeWitt; Timpanaro) unanimously approved.

**VII. Library Reports**

**A. Director's Report**

**Personnel**

- Erin Schaarschmidt gave birth to a son, Jameson Molloy Schaarschmidt. All are doing well.
- Former Trustee (1989-1994) Ann Oaks has passed away.

**Director States:**

- We welcome Michael Haran as the Board Treasurer.
- CBA: We are anticipating a completed contract shortly. There is a difference of two words.

- Legislature approved Association Library's ability to obtain funding through the Dormitory Authority of the State of New York, DASNY.
- Based on our Audit last month Director recommends the Board approve moving \$154,667 from "excess revenue" to "Other Post Employment Benefits."
- Site work (including demolition) should be eligible for the 2012 Library Construction Grant Program. The criteria will be announced after the State Budget is approved in April.
- After discussion at a recent Board meeting regarding the cost of our landscaping we have obtained four quotes which include seasonal plantings. Our contractors must be licensed, insured and use legal labor. We are awaiting further clarification of Emerald Landscaping's plantings.
- The No Smoking static clings window signage from the Long Island Tobacco Action Coalition were installed on the front doors. A new ashtray top for the trash bin by the door has been ordered.
- We are currently soliciting proposals to paint and repair the exterior wood.
- FYI: An older woman fell on our sidewalk on Sunday, Nov. 13th and was taken to the Hospital by ambulance.
- The Chamber of Commerce is promoting our "Direct Mail and Your Business" program in an email to members.
- We participated in the PJ Economic Development Council's Spooktacular and the PJSD Pre-k Carnival.
- Teen Librarian Colleen Cheshire presented our Live-brary services to multiple classes at PJ Middle School.
- Thanks to Linda Gavin, the Library Directional Signs have been installed at both ends of East Main Street.
- The Library has launched our Museum Pass program and our Online Program Registration service.
- Only Tracy Stapleton and Christina Pedersen have picked up Trustee applications for our 2 open seats. They have not been returned and the deadline for turning in completed applications is November 28th.
- I was one of the presenters at the SCLS Trustee Workshop presenting the Smartest Card in your Wallet campaign.
- A copy of the proposed Suffolk County Library System Budget for FY 2012 is contained in the board packet. The overall budget is increasing by 1.5%. Our annual fee is increasing by \$1,977 to \$36,371. This increase of 5.7% is largely the result of population increases.
- SCLS is working to make Libraries exempt from the MTA tax. School Districts are already exempt.
- SCLS is working with the Nassau Library System and Innovative Interfaces system on a software program that will make Nassau and Suffolk material available to residents of both counties.
- Director attended a workshop on the Tax Cap at the NYLA conference. The conference presenters confirmed the information to follow the Comptroller's recommendation to pass a resolution that says we will exceed the cap.

## **B. Trustee Reports**

### **a. Library Advocacy**

Trustee L. Timpanaro gave her report on Library Advocacy. She spoke about the focus being on forging new relationships with Port Jefferson Schools and the Brookhaven National Labs. L. Timpanaro states that the Library has the opportunity to create powerful partnerships to serve patrons needs.

### **b. Planning Committee**

Trustee L. Timpanaro spoke on behalf of the planning committee which included information from A. Dombroski, R. Goykin and herself on the future planning for the Library. She states that "Libraries cannot compete with the Internet. Look at our Library. What does it need? What are you interested in seeing? What is your passion?" There was discussion about getting the community involved in the planning process. Many different ideas for property usage were discussed. Decided that A. Dombroski will start an email submitting two ideas for the property use. This email would be circulated to all board members who should hit reply all with at least two ideas. They also talked about brain-storming and getting a facilitator to help them come up with their master plan for the library. Trustee A. DeWitt states that we have made no progress in 12 months with the house and he would like to have a time frame.

T. Stapleton stated that she received a letter from a new resident who was unable to get a library card to take out materials for her child. She will forward the letter to R. Goykin.

## **VII. Unfinished Business**

*none.*

## **IX. New Business**

### **A. Excess Revenue**

Motion to transfer \$154,667 from Excess Revenue to Other Post Employment Benefits. (Timpanaro;Stapleton) unanimously approved.

## **B. SCLS Budget**

Reviewed and discussed the 2012 Budget of the Suffolk County Cooperative Library System. Additional clarification necessary. R.Goykin to contact K. Verbesey to answer additional questions pertaining to the SCLS Budget. The SCLS Budget vote is tabled until the next Board Meeting.

## **X. Correspondence and Communications**

- A. SCLS Letter from K. Verbesey (Thank you letter for presenting at the Annual Trustee Workshop).
- B. K. Seaman Letter (Tax Cap and Association Libraries)
- C. PJ Chamber Letter/Islander Tickets

At this point, Trustee A. Dombroski announced that she received a letter from a patron. She asked the board members if they had read the letter which she forwarded to them earlier. Audrey spoke about this patron's dissatisfaction with the Reference staff and problems the patron has when displaying her work at the Library. A. Dombroski made it a point to read a positive portion of the letter aloud which she wanted everyone to hear. She read: *The staff at the Circulation desk are efficient and friendly. The person behind the scenes, Val Schwarz, is extremely efficient and friendly. She should have more contact with the public and be an example for all your staff.*

## **XI. Comments from the Public**

None present

At 9:52 PM there was a motion to move the meeting into Executive Session to discuss Personnel issues (DeWitt, Acampora) unanimously approved.

Motion to move the meeting out of Executive Session at 10:50 PM (DeWitt; Dombroski) unanimously approved.

## **XII. Adjournment**

On a Motion the meeting adjourned at 10:51 PM. (DeWitt; Dombroski) unanimously approved.

Respectfully submitted,

Margaret Cohee,  
Secretary

Recorded by Valerie Schwarz