

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
of the
PORT JEFFERSON FREE LIBRARY
held September 19, 2011
100 Thompson Street
Port Jefferson, NY 11777

Present

Audrey Dombroski	President
Lisa Acampora	Vice President
John Cona	Financial Officer
Margaret Cohee	Secretary
Adam DeWitt	Trustee
Tracy Stapleton	Trustee (absent with excuse)
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 (Acampora, Cohee) (1 abstention; J.Cona) Motion passed.

II. A. Comments from the Public

None.

B. Comments from the Board

None.

III. Approval of Minutes

Minutes of the meeting held August 20, 2011 were not approved, lacking a quorum. They have been tabled for next month's meeting.

IV. Friends Reports

The Friends report contained in the packet states that over 60 lbs. of bottle caps have been collected and recycled. The Friends provided the supplies used for the library craft during Old Home Week. The Friends will reinstate the new baby book program. They are also proud to be supporting and subsidizing the Museum Pass program for the Library. They will also be providing refreshments for Living Heritage Project programs.

V. Financial Reports

- A. Business Manager's Report to Treasurer reviewed and discussed. Of note the Audit report will be given at the October meeting.
- B. Comparative Statements of Expenses & Revenue for the months ending August were reviewed and discussed.
- C. Expenses at a Glance, for September Meeting reviewed and discussed.
- D. FAO Warrants of August 5, 19 and the September 19 Warrant (DeWitt; Acampora) unanimously approved.
- E. Payroll Warrants of August 5 and 19 (Cohee; DeWitt) unanimously approved.

VI. Library Reports

A. Director's Report

Mr. Goykin gave condolences to Cindy Stuart on the passing of her mother and also Congratulated Monica Williams for receiving her Public Librarians Certificate. He also reviewed the tax cap information that was in his Director's Report. The Custodial Staff was thanked for their diligence during Hurricane Irene. Mr. Goykin also stated that SCLS is asking for a Unified Budget Voting Day. This year's January Board Meeting falls on Martin Luther King Day. He would like to move the Board Meetings to the fourth Monday of the month to streamline meetings. Mr. Goykin will be attending the NYLA Conference in November along with A. Dombroski and L. Timpanaro. LILRC's 20th Annual Conference on Libraries and the Future is scheduled for Oct. 27 & 28 at Dowling College. He also states that:
The library has hired Renee DiGiovanni part-time as the Administrative Assistant to the Business Manager.
Thursday, November 20 is the SCLS Annual Trustee Workshop at 6:30 PM. Our smartest card banner hung across Main Street for a week. It will hang in front of the library for the month of September. The front lawn will be used as a stage during the American Music Festival which is to take place this weekend. We will be participating in SCLS promotion of our Live Homework Help. Our Longest Library card holder promotion coverage was reported on in the Patch.
The Library e-news (constant contact) was sent to Trustees' email addresses. Comsewogue Director Brandon Pantorno has agreed to meet with us and develop a joint outreach plan for the Miller Place and Mt. Sinai School Districts.

Motion to move Monica Williams from the Librarian Trainee schedule to the Librarian Step 1 at \$29.25/hr. (DeWitt, Cona) Unanimously approved.

Motion to approve the hiring of Renee DiGiovanni as the Administrative Assistant to the Business Manager at \$16.40/hr. on a part-time basis with a regular schedule of 18 hours per week. This is a Confidential position, excluded from the bargaining unit. (Cohee, Cona) Unanimously approved.

B. Trustee Report

a. Advocacy

A brief report by L. Timpanaro on Advocacy was distributed to the Board. She reviewed the Library's Mission Statement, LISEC and the Suffolk County's Executive breakfast. A revised Mission Statement will be brought to next meeting. Also discussed during this time was Trustee Library visits along with more focus towards a goal and a time line.

b. Trustee Attendance Policy

The Attendance Policy was reviewed and discussed. A revised Attendance Policy will be brought to the next meeting.

VII. Unfinished Business

A. NYLA

Motion to approve the NYLA Conference attendance for R. Goykin, A. Dombroski, and L. Timpanaro which includes hotel, meals, conference admission and travel-not to exceed \$3,500 total (Cona;Acampora) Unanimously approved.

VIII. New Business

A. Upcoming Board Meeting Dates

Discussed the idea of moving Board Meetings to the fourth Monday of each month to streamline the process. Motion to approve the 2012 Board Meeting Calendar as amended. (Cohee, DeWitt) Unanimously approved.

B. Unified Budget Vote Day

Reviewed and discussed the idea of having a unified voting day along with other libraries in the county. Motion to approve the unified voting day for April 3, 2012. (Cona, DeWitt) Unanimously approved.

C. Trustee Election Calendar/Legal

An informational Trustee Election Calendar was distributed in the packet.

D. Discard List

Discard list distributed in packet. Motion to accept discard list as presented in packet. (Timpanaro, Acampora) Unanimously approved.

IX. Correspondence and Communications

None

X. Comments from the Public

None

Motion to move the meeting into Executive session at 9:15 PM to discuss the Collective Bargaining Agreement. (Cohee, DeWitt) Unanimously approved.

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

XII. Adjournment

On a Motion the meeting adjourned at 10:16 PM. (Cohee,Acampora) Unanimously approved.

Respectfully submitted,

Margaret Cohee,
Secretary