

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
of the
PORT JEFFERSON FREE LIBRARY
held June 20, 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
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 at 7:05 PM by A. Dombroski.

II. Approval of the Agenda

Motion to accept the June 20 meeting agenda as presented (Cohee;Acampora) unanimously approved.

III. A. Comments from the Public

None.

B. Comments from the Board

None.

IV. Approval of Minutes

Minutes of the meeting held May 16, 2011. (DeWitt, Cohee) approved (1 abstention - J. Cona)

Motion passed.

V. Friends Reports

A gifted Dragon Lady Holly tree was planted in the front garden of the library which replaces the tree that was removed last year. The Friends participated in the Village's Green Fest on June 11 with giveaways and information. The next meeting of the Friends of the PJ Library will be held on August 25.

VI. Guest Speaker

Kevin Verbese, SCLS Director, gave a brief report on the proposed property tax cap and the contract districts.

VII. Financial Reports

A. Business Manager's Report to Treasurer reviewed and discussed.

B. Comparative Statements of Expenses & Revenue for the month ending May 2011 reviewed and discussed.

C. Expenses at a Glance, for June Meeting reviewed and discussed.

D. May 13 & 27 FAO Warrants
May 13 & 28 Payroll Warrants
June 20 Warrant

Motion to accept the financial Warrants as presented (Cona;Acampora) unanimously approved.

VIII. Library Reports

A. Director's Report

Personnel

Motion to approve the hire of Zachary Riis at \$7.25 hr. and the rehire of Molly Baraban, Jack Imparato, Nick Juliano & Amanda Wong at \$7.50 hr. as Summer Library Pages. (Cohee;Timpanaro) unanimously approved.

Librarian Trainees Coleen Cheshire & Monica Williams have graduated Library School.

Library Aide Lisa Perrin was featured in the Port Jefferson Patch. She is taking a leave of absence as she will be teaching art in Florence.

The Director Also Reported:

- He is still waiting to hear about a signing date for the CBA. After meeting with Kevin Seaman, it is difficult to understand why it is not signed.
- The proposal from our accountants Baldessari & Coster to conduct our annual audit will be voted on at tonight's meeting.
- Our new Board Planning Committee met and discussed the house at 114 Thompson St. and other issues related to the vision for the future of the library. The committee discussed the idea that the house should be considered in the context of a strategic plan for the future of the Library. The committee decided they wanted to visit a few local libraries to get ideas related to what other libraries are doing.

Board Procedures & Policies:

- At this time there isn't a policy in place regarding charges for using the Library's public printers. In order to give the staff authority to continue their current procedures it is recommended that we revise the current Circulation Policy.
- The library is discussing the idea of lending museum passes to patrons. A policy needs to be discussed and voted on.
- Mayor Garant and the Village Board have offered the Library a 40% discount on the metered parking for the staff and residents of Belle Terre, Miller Place and Mount Sinai.
- The library has been eligible for discounted internet and free installation from Cablevision so we became the wireless internet provider for the Village Center along with providing the equipment and tech support. The Library is exploring the possibility of the Village assuming the monthly cable bill. We have offered to wirelessly connect the Explorium to a piece of the bandwidth from the Village Center.
- Chamber of Commerce: The Library met with Chamber President Barbara Ransome to explore the idea of a "show your PJFL library card at participating merchants and receive a discount." Chamber is on board and most likely will begin in September (National Library Card Sign up Month).
- Contract Districts: The contracts are signed.
- LIPA: The LIPA task force did not meet this month and there is no further information regarding the tax certiorari.
- Director has met with Lee Rosner and addressed the issues The Board previously discussed regarding the lease.
- There will be a demonstration in Executive Session of the Trustee web page.

Conflict of Interest Policy

MOTION to adopt the Conflict of Interest Policy as presented. (Timpanaro;Stapleton) approved. (1 abstention - J. Cona)

Photocopier Policy

MOTION to amend the Photocopier Policy as presented. (Cohee;Timpanaro) Unanimously approved.

Circulation Policy

MOTION to accept the Not for Profit Policy as presented. (Timpanaro;Cona) Unanimously approved.

MOTION to accept the Museum Pass Policy as presented. (Cona;DeWitt) Unanimously approved.

B. Trustee Report**A. Library Planning Committee**

A. Dombroski went over the notes from the May 31 Planning Committee meeting. She announced that the Committee would like to leave the building standing until they have a vision of what they want to create.

A. Library Advocacy

Trustee L. Timpanaro gave a report on Library Advocacy. She briefly spoke on community outreach through partnering with the PJ School District and the contract districts. J. Cona will join the Advocacy Committee.

B. Bylaws Committee

Trustee A. DeWitt stated there was not anything to report this month due to computer virus problems.

IX. Unfinished Business

None

VIII. New Business**A. Audit Engagement Letter**

MOTION to accept the 2011-2012 Audit proposal from Baldessari & Coster LLP. (Cona;Timpanaro) unanimously approved.

B. Port Jefferson School District

MOTION to approve the Contract between the Port Jefferson School District and Port Jefferson Free Library Services Contract for the Fiscal year 2011-2012. Unanimously approved. (Timpanaro;Cohee)

C. Banking

MOTION to close out operating accounts in TD Bank due to the upcoming excessive fee structures and open new operating accounts in HSBC Bank beginning June 21, 2011. (Stapleton;Cona) Unanimously approved.

IX. Correspondence and Communications

A. Baldessari & Coster Audit Engagement Letter

X. Comments from the Public

None

At 9:46 PM there was a motion to move the meeting into Executive Session to discuss a patron's excessive use of printing. (DeWitt; Timpanaro) Unanimously approved.

Motion to move the meeting out of Executive Session at 10:51 PM (Timpanaro:Stapleton) Unanimously approved.

XII. Adjournment

On a Motion the meeting adjourned at 10:52 PM. (Dombroski;Cona) unanimously approved.

Respectfully submitted,

Margaret Cohee,
Secretary