

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES**  
of the  
**PORT JEFFERSON FREE LIBRARY**  
held **October 17, 2011**  
100 Thompson Street  
Port Jefferson, NY 11777

**Present**

Audrey Dombroski	President
Lisa Acampora	Vice President
John Cona	Financial Officer (resignation pending)
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 October 17 meeting agenda as presented (DeWitt; Cohee) unanimously approved.

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

None.

**B. Comments from the Board**

None.

**IV. Approval of Minutes**

Minutes of the meeting held August 16, 2011. (Stapleton, Cohee) approved (2 abstentions: L. Acampora and L. Timpanaro) Motion approved.

Minutes of the meeting held September 19, 2011. (DeWitt, Acampora) approved (1 abstention: T. Stapleton) Motion approved.

**V. Friends Reports**

The Friends are sponsoring the Museum Pass Program. They are continuing the *Welcome New Baby* program in the fall. A framed photo of the entrance to Belle Terre will be hung by Reference along with other local landmarks within the Library's community. The Friends will be providing refreshments for the Heritage programs. The next meeting will be held on Oct. 21.

**VI. Library Annual Audit**

Albert Coster from Baldassari & Coster gave the annual audit report. Mr. Coster also reviewed the suggestions in the Management letter. Motion to accept the 2011 Library Audit report as presented by A. Coster. (L. Timpanaro; T. Stapleton) unanimously approved. Auditor recommends that the library establish a Whistle Blower Policy and a formal Record Retention Policy.

**VII. Financial Reports**

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

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

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

D. September 2, 16, 30 FAO Warrants  
September 2, 16, 30 Payroll Warrants  
October 17 Warrant

Motion to approve the financial Warrants as presented (Cohee; Timpanaro) unanimously approved.

Motion to approve the payroll Warrants as presented (Acampora; Dombroski) unanimously approved.

## **VIII. Library Reports**

### **A. Director's Report**

#### **Personnel**

No changes in Personnel to report for the month of September.

#### **Director States:**

- A thank you goes out to Nikki Greenhalgh for assisting with the Board packets for this meeting.
- Al Coster of Baldessari & Coster will present the Annual Audit at tonight's meeting.
- The office of the NYS Comptroller has released additional information on the tax cap pertaining to libraries. They recommend that the Board have a resolution on record stating that the budget will exceed 2% even if it does not.
- The cost of damage from Hurricane Irene is approximately \$3,854, not including staff time. The Library has a \$1,000 deductible.
- Annual SCLS Trustee Workshop will take place on November 10 from 6:30-9:30 PM. I have been asked to present our Library Card sign-up/smarterest card campaign.
- A. Dombroski, L. Timpanaro and myself will be attending the NYLA Conference in November.
- A. Dombroski, B. Johnson and I will be attending LILRC Conference on Libraries and the Future which takes place on Friday, October 28.
- There has been discussion about eliminating the Nominating Committee from the election. Since it is part of the bylaws it can only be eliminated by a membership vote during our Annual Meeting in January.
- NYLA has been pushing for legislation to allow the purchase of property to be eligible for funding from the NYS Library construction Grant program. We are not eligible for that but will look to see if demolition would be part of the grant.
- At the PJ Village Board meeting Tom Bjurloff was voted Chair of the LIPA task force.
- A thank you goes out to Linda Gavin for her help with the American Music Festival. The Library was host to one of the three stages on our lawn.
- Smarterest Card in your wallet/Library card sign-up and check out discounts campaign has been a great success with early returns showing a 150% increase in new library cards.
- Statistics from the first mailing of the Library's e-news are in. There were 5,233 patrons e-mailed. Of that 592 were bad addresses, 1,602 were opened and 59 opted out.

### **B. Trustee Reports**

#### **a. Library Advocacy**

Trustee L. Timpanaro gave her report on Library Advocacy. She spoke about having more community based programs to help build stronger bonds within the community. Brookhaven National Lab tours was an idea mentioned.

#### **b. Bylaws Committee-Trustee Attendance Policy**

Reviewed and discussed the Trustee Attendance Policy. Motion to adopt the Trustee Attendance Policy. (Cohee;DeWitt) unanimously approved.

## **IX. Unfinished Business**

### **A. Mission Statement**

Motion to accept the Port Jefferson Free Library Mission Statement which reads:

*The mission of the Port Jefferson Free Library is to be a place of lifelong learning where community gathers to share and obtain open access to information, services and entertainment through literature, programming, facility use and outreach.* (DeWitt;Acampora) unanimously approved.

### **B. Nominating Committee**

Reviewed and discussed. The Board decided that the Nominating committee will be comprised of the Board.

### **C. Discussion of Treasurer**

Reviewed and Discussed. Decided a Treasurer will be hired and board member (s) will be present at the interviews.

## **X. New Business**

### **A. LI Seaport & Eco-Center**

Betty Ann Arink, Long Island Maritime Museum Vice-President gave a brief report on partnering with the library for programs in the future to help benefit the community. She spoke about the Family Boat Building project. She also spoke about partnering with LISEC. More planning and development will go into this.

## **B. Resignation**

MOTION to accept the October 14 email resignation of John Cona from the Port Jefferson Free Library. (Acampora; DeWitt) unanimously approved.

Motion to approve the appointment of Laura Hill Timpanaro as the Port Jefferson Free Library's Board of Trustee's Financial Officer. (Cohee; DeWitt) unanimously approved.

Motion to adopt the resolution from legal council that reads:

RESOLVED that based upon the effective date of Trustee Cona's resignation (October 17, 2011) the Board directs that an Amended Notice be published providing for the receipt of Nominating Petitions for the position of Trustee through November 28, 2011. (Stapleton; DeWitt) unanimously approved.

## **XI. Correspondence and Communications**

A. Letter from Ms. Altebrando commending the Children's program and Librarian Sarina LaTorre-Sicurella.

B. TAC-Long Island Tobacco Action Coalition Letter

Board reviewed and discussed the information regarding smoking on the Library grounds. Decided that the Library would post static clings (provided by TAC) on the front doors.

## **XII. Comments from the Public**

Staff Association member Al Ferrari thanked the board for a job well done.

At 10:30 PM there was a motion to move the meeting into Executive Session to discuss the Collective Bargaining Agreement (Cohee, DeWitt) Unanimously approved.

Motion to move the meeting out of Executive Session at 10:43 PM (Cohee, DeWitt ) Unanimously approved.

## **XIII. Adjournment**

On a Motion the meeting adjourned at 10:44 PM. (DeWitt, Stapleton) unanimously approved.

Respectfully submitted,

Margaret Cohee,  
Secretary