

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
of the
PORT JEFFERSON FREE LIBRARY
held April 23, 2012
100 Thompson Street
Port Jefferson, NY 11777

Present

Audrey Dombroski	President
Adam DeWitt	Vice President
Laura Hill Timpanaro	Financial Officer
Margaret Cohee	Secretary
Lisa Acampora	Trustee
Tracy Stapleton	Trustee
John Grossman	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. DeWitt at 7:06 PM.

II. Approval of the Agenda

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

III. A. Comments from the Public

Patron A. Lustig inquired about the status of the house purchased by the Library on Thompson Street. A. DeWitt responded with, "It is a work in progress."

B. Comments from the Board

L. Gavin introduced Kathy Gray a Friend of the Library. Also introduced were T. Donlan and E. Caufield both enrolled in the library management classes at Stony Brook University.

Guest Speakers: Dr. Kenneth Bossert, Superintendent of PJ School District and Mr. Sean Leister, Assistant Superintendent for Business.

S. Leister gave a brief power point presentation on the upcoming 2012-13 PJ School District proposed budget. Afterwards Dr. Bossert gave his narrative of the budget.

IV. Approval of Minutes

Minutes of the Budget Information meeting held March 26, 2012 were approved along with the Minutes of the Library Board meeting held March 26, 2012. (DeWitt;Grossman)

V. Friends Reports

Kathy Gray, retired PJ School teacher and Friend of the Library, gave a demonstration of the newly updated Friends web page.

VI. Financial Reports

- A. Business Manager's Report to Treasurer reviewed and discussed.
- B. Comparative Statements of Expenses & Revenue for the month's ending were reviewed and discussed.
- C. Expenses at a Glance, for April meeting were reviewed and discussed.
 1. FAO Warrants of March 2, 16, 30
 2. Payroll Warrants of March 2, 16, 30
 3. Warrants: April 23 Warrant

Motion to approve the March 2, 16, 30 Financial warrants as presented (Timpanaro; Stapleton) unanimously approved.

Motion to approve the March 2, 16, 30 Payroll warrants as presented (Cohee; Timpanaro) unanimously approved.

Motion to approve the April 24 warrant as presented (Stapleton; Timpanaro) unanimously approved.

VII. Library Reports

A. Director's Report

Along with his written report:

- R. Goykin announced that Circulation Clerk, Melissa Wolfe, will be retiring. He congratulated Melissa Wolfe for more than 30 years of service and said that there is no doubt that the PJ residents will miss her at the circulation desk.

- Noted that a new statistics page was added to the Board report. He would like to use this format to replace current versions of statistical reports moving forward.
- The Director congratulated the Board on a successful library budget vote of 88 to 3.
- A copy of the Library Auditor's contract can be found in the packet. He recommends renewing it.
- The painting in the downstairs hallway is finished.
- The Director discussed the Heritage area and how it is becoming a collaborative space.
- The security camera in the Meeting Room should be installed this week.
- A thank you to T. Stapleton who worked behind the scenes with L. LaPointe.
- Of note, Comsewogue Library Director B. Pantorno is retiring.

Motion to approve the resignation of Circulation Clerk Melissa Wolfe. (DeWitt;Stapleton) Unanimously passed. Board consensus is they are sorry to see her go.

B. Trustee Report Planning Committee

L. Timpanaro handed out a letter which was sent to 6 individual groups who could potentially be the facilitator of the upcoming library retreat. She explained that they would like a facilitator who can bring various components of the project to the table. L. Timpanaro explained that R. Goykin will engage these facilitators or pass them along to her. They should gauge who is good and available and what they can bring to the table. Anyone who would like to join in this process may do so.

VIII. Unfinished Business

None

IX. New Business

A. Audit Engagement Letter

Motion to accept the 2012-13 Library Audit proposal from Baldessari & Coster LLP. (Stapleton;Acampora) Unanimously approved.

X. Correspondence and Communications

- A. M. Wolfe retirement letter
- B. L. LaPointe e-mail response

XI. Comments from the Public

E. Caufield remarked, "Seems like a very efficient meeting." T. Donlon remarked, "I enjoyed it."

At 8:26 PM there was a motion to move the meeting into Executive Session to discuss a personnel issue. (Cohee;DeWitt) Unanimously approved.

Motion to move the meeting out of Executive Session at 10:03 PM. (Acampora; Stapleton) Unanimously approved.

XIII. Adjournment

On a Motion the meeting adjourned at 10:04 PM. (Cohee;DeWitt) Unanimously approved.

Respectfully submitted,

Margaret Cohee,
Secretary