

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
of the
PORT JEFFERSON FREE LIBRARY
held January 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
John Grossman	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 7:00 PM by A. Dombroski. She officially welcomed John Grossman as the Board's newest Trustee.

II. Approval of the Agenda

President, A. Dombroski would like to add "Fund Rasing" to the Agenda under "New Business."
Motion to accept the January 23 meeting agenda as amended. (Cohee; DeWitt) unanimously approved.

III. A. Comments from the Public

Volunteer Friend member and patron H. Martin welcomed new Trustee J. Grossman. She inquired about his opinion on the YA Center and the Friends Used Book Store. Staff member S. Blake asked the Board to reconsider having name badges including both first and last name. C. Quinlin representing the Greater Port Jefferson Historical Society thanked the Board for the many Heritage Project programs. Patron A. Lustig spoke about the upcoming Library Budget and wanted to recommend staying under the 2% tax cap to be in line with the local School District.

B. Comments from the Board

President A. Dombroski thanked everyone for their Comments.

IV. Approval of Minutes

A. Motion to accept the Minutes of the meeting held December 19, 2011 (DeWitt; Acampora) unanimously approved.

B. Motion to accept the slate of Officers for 2012. (Stapleton, DeWitt) unanimously approved.

President-Audrey Dombroski, Vice President-Adam DeWitt, Financial Officer-Laura Hill Timpanaro, Secretary-Margaret Cohee.

V. Friends Reports

Friends President L. Gavin welcomed new Board member J. Grossman. She handed out a list of items that the Friends have provided for the library. Their next meeting will be held this upcoming Wednesday at 1:00 PM.

VI. Financial Reports

The Library's Treasurer Michael Haran was introduced to the Board of Trustees. Of note, Employee W2's have been completed and distributed.

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

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

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

D. December 9, 23 FAO Warrants
December 9, 23 Payroll Warrants
January 23 Warrant

Motion to approve all Financial Warrants (Timpanaro; Stapleton) unanimously approved.

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

VII. Library Reports

A. Director's Report

Personnel

- Part-time Children's Librarian Nancy Loddigs has announced her retirement effective January 30, 2012.

Director States:

- March 6 is Library Legislation Day in Albany. SCLA will charter a bus. He would like to attend both days and is asking the library to pick up the hotel for one evening.
- Library Trustees of NY State holding Annual Trustee Institute at the Long Island Marriot hotel in May. He recommends that Trustees attend.
- There is an article provided in the packet on the *State of e-books*. Our statistics show that prior to Christmas the busiest download day from Live-brary was Aug. 1 (the day before the hurricane Irene) with 1,405 items. On December 25 they had 1,805 items checked out and on December 26 they had 2,230 items checked out. Live-brary will try to restock to meet the future demand.

B. Trustee Reports

None

VII. Unfinished Business

A. Living Heritage Research Center

Librarian Samantha Winter presented a report on the Living Heritage project. A packet complete with design and proposal was distributed. The design incorporates a lower more inviting Reference desk, a larger designated heritage area, and an interactive touch screen computer along with two research computers. The Board reviewed and discussed the proposal.

IX. New Business

A. Resolution

Board discussed the idea of passing a resolution which would cover the library in the event that the library goes over the 2% tax cap. The tax cap calculation figures from the new legislation is not available at this time. This resolution would protect the library. Suffolk Cooperative Library System is recommending passing this resolution.

B. 2012-2013 Library Operating Budget

Reviewed and discussed many ideas for the two budgets that the Director presented at the meeting. The many topics discussed included closing on Sundays, curtailing YA hours and increasing revenue. Most Board members would like to see the budget stay within the 2% range if not slightly lower. Discussion about having another budget meeting before the February meeting. Board members will try to set up the additional meeting.

C. Fund-raising

Board President A. Dombroski discussed a free online advocacy training course and a coupon book fundraiser for the library.

X. Correspondence and Communications

A. Granville Fairchild

B. E. O'Hare

XI. Comments from the Public

Staff member and Union Officer A. Ferrari spoke of how he would like to sit down and talk and work with the Board. He also told the Board they are doing a great job.

Staff member S. Palmieri asked if the Yeoman Newsletter can be produced in house.

At 10:46 PM there was a motion to move the meeting into Executive Session for the purpose of speaking about a personnel issue. (DeWitt; Timpanaro) unanimously approved.

Motion to move the meeting out of Executive Session at 11:29 PM (DeWitt; Stapleton) unanimously approved.

Motion to approve the Reference Desk and Living Heritage Research Center renovation as presented, not to exceed \$12,000. (Stapleton;Timpanaro) (1 abstention- P. Cohee) motion passed.

XII. Adjournment

On a Motion the meeting adjourned at 11:30 PM. (DeWitt; Grossman) unanimously approved.

Respectfully submitted,

Margaret Cohee,
Secretary

Recorded by Valerie Schwarz