

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES**  
**of the**  
**PORT JEFFERSON FREE LIBRARY**  
**held June 18, 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 (absent with excuse)
Tracy Stapleton	Trustee (absent with excuse)
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. Dombroski at 7:07 PM.

**II. Approval of the Agenda**

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

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

None

**B. Comments from the Board**

Trustee L. Timpanaro complimented the library for a situation that the circulation department handled regarding dogs left in a hot car in front of the library. President A. Dombroski noted that the overall attitude in the library and Children's Department is friendlier.

**IV. Approval of Minutes**

Motion to approve the Minutes of the Library Board meeting held May 21, 2012. (DeWitt;Timpanaro) Unanimously approved.

**V. Financial Reports**

- A. Business Manager's Report to Treasurer reviewed.
- B. Comparative Statements of Expenses & Revenue for the month's ending were reviewed.
- C. Expenses at a Glance for June meeting were reviewed.
  1. FAO Warrants of May 11, 25
  2. Payroll Warrants of May 11, 25
  3. Warrants: June 18 Warrant

Motion to approve the May 11, 25 and June 18 Financial warrants as presented. (Cohee;Timpanaro) Unanimously approved.

Motion to approve the May 11, 25 Payroll warrants as presented. (DeWitt; Grossman) Unanimously approved.

Question was raised regarding the ethics of an employee who has their wages garnished. Another question was raised regarding professional fees and if they are billed or if the library has them on retainer.

**VI. Library Reports**

**A. Director's Report**

Director reported the following items:

- This summer 6 pages will be hired for the summer reading program as opposed to last year in which employed only 5 pages. The 6 pages will share the same amount of hours as the 5 pages did for last year's program.
- Enclosed in the packet is a Newsday article on Not-for-Profits.
- This year once again we have joined with Comesewogue Library to send out a joint reminder for patrons that they can choose either library as their home library.
- We have received the contracts from Mount Sinai school district for library services.

## **Personnel**

Motion to approve the hire of Joseph Iasso, Ryan Brady, Morgan Cordes, John Albinson, Alyssa Wong and Emanuele Sgarra at \$7.25/hr. as Summer Reading Pages. (DeWitt; Grossman) Unanimously approved.

## **VIII. Unfinished Business**

### **A. Planning Consultant**

The Board had a lengthy conversation comparing different information and pricing from the companies to be considered for the future planning of the 114 Thompson Street property. With the possible closing of the LIPA power plant, some members expressed uncertainty as to what extent the project should encompass. The Board decided a retreat will be held to better define the vision for the property. Nancy Davis was chosen as the facilitator. Mr. Goykin will gather dates for the retreat which will be held in July or August.

Also noted that the Director should have a conversation with Middle Country Library Director on fund-raising.

## **IX. New Business**

None

## **X. Correspondence and Communications**

A. Dombroski read a thank you letter from retired Circulation Clerk, Melissa Wolfe

## **XI. Comments from the Public**

None

At 9:05 PM there was a motion to move the meeting into Executive Session to discuss personnel issues. (Cohee; Timpanaro) Unanimously approved.

Motion to move the meeting out of Executive Session at 11:00 PM. (Timpanaro; Cohee) Unanimously approved.

President A. Dombroski instructed Board Secretary to prepare special packets for the Board containing Administration items to be left at circulation for the board to pick up at a later date. Board will meet in July at 10:00 AM. Date to be determined.

## **XII. Adjournment**

On a Motion the meeting adjourned at 11:09 PM. (DeWitt; Cohee) Unanimously approved.

Respectfully submitted,

Margaret Cohee,  
Secretary

**Recorded by Valerie Schwarz**