

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
of the
PORT JEFFERSON FREE LIBRARY
held May 21, 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. Dombroski at 7:01 PM.

II. Approval of the Agenda

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

III. A. Comments from the Public

None

B. Comments from the Board

President A. Dombroski gave a brief presentation and gifts to retiring Circulation Clerk, Melissa Wolfe for her 31 years of service to the Library.

IV. Approval of Minutes

Motion to approve the Minutes of the Library Board meeting held April 23, 2012. (DeWitt;Stapleton) Unanimously approved.

V. 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 May meeting were reviewed and discussed.
 - 1. FAO Warrants of April 13, 27
 - 2. Payroll Warrants of April 13, 27
 - 3. Warrants: May 21 Warrant

Motion to approve the April 13, 27 and May 21 Financial warrants as presented. (Timpanaro; Acampora) Unanimously approved.

Motion to approve the April 13, 27 Payroll warrants as presented. (Cohee; Stapleton) Unanimously approved.

VI. Library Reports

A. Director's Report

Director reported that the following items will be discussed and or voted on at tonight's meeting:

- Security Guard A. Ferrari resignation from the Library.
- Approval of the Library contracts from Port Jefferson, Mount Sinai and Miller Place.
- Approval of three new policies.
- Approval for the remodel of Administration office
- Approval of documents regarding the fence between 114 and 116 Thompson Street (adverse possession).
- Discussion of hiring of a planning consultant.
- Approval to create a half-time Clerk position and eliminate a quarter-time Clerk position.

Personnel

Motion to accept the letter of resignation from Security Guard-Allen C. Ferrari.(Timpanaro;Grossman) Unanimously approved.

Motion to eliminate a quarter-time clerk position and create a half-time clerk position. (Cohee;Grossman) Unanimously approved.

Motion to change the status of Lisa Connolly from quarter-time to half-time at current rate of pay. (DeWitt; Cohee) Unanimously approved.

VIII. Unfinished Business

A. Planning Consultant

To be discussed in Executive Session.

B. Administration Renovation

Motion to approve the renovation of the Administration Office not to exceed \$7,500. (Timpanaro;Stapleton) Unanimously approved.

C. Budget Finance

Motion to approve the member support payment for 2012 to SCLS in the amount of \$36,371.00 (Cohee;Acampora) Unanimously approved.

Motion to approve Port Jefferson School District Library Services Contract. (Acampora;Timpanaro) Unanimously approved.

Motion to approve the Comsewogue/Port Jefferson Library Services Joint Contract 2012-13 for Service to Miller Place. (Timpanaro;Cohee) Unanimously approved.

Motion to approve the Comsewogue/Port Jefferson Library Services Joint Contract 2012-13 for Service to Mount Sinai. (Cohee;Stapleton) Unanimously approved.

IX. New Business

A. iPad Lending Demonstration

Librarian Sarina LaTorre-Sicurella gave a brief demonstration on the iPads that will be used for lending in the Children's Department.

B. Technology Policy

Motion to approve the Circulating Technology Policy as amended. (Cohee;DeWitt) Unanimously approved.

C. Record Retention Policy

Motion to approve the Records Retention Policy. (DeWitt;Grossman) Unanimously approved.

D. Whistle blower Policy

Motion to approve the Whistle blower Policy as amended. (Timpanaro;Grossman) Unanimously approved.

E. Library Boundary Line

Motion to authorize Library Director to execute boundary line agreement with property owner of 116 Thompson Street. (Stapleton;Grossman) Unanimously approved.

X. Correspondence and Communications

XI. Comments from the Public

None

At 8:19 PM there was a motion to move the meeting into Executive Session to discuss a personnel issue. (DeWitt;Timpanaro) Unanimously approved.

Motion to move the meeting out of Executive Session at 10:00 PM. (Stapleton;Timpanaro) Unanimously approved.

XII. Adjournment

On a Motion the meeting adjourned at 10:01 PM. (Cohee;Stapleton) Unanimously approved.

Respectfully submitted,

Margaret Cohee,
Secretary