

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
of the
PORT JEFFERSON FREE LIBRARY
held March 26, 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 7:09 PM following the Budget Informational Meeting.

II. Approval of the Agenda

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

III. A. Comments from the Public

None

B. Comments from the Board

None.

Guest Speaker Laurence LaPointe, Village Trustee

Mr. LaPointe spoke on the topic of the Port Jefferson power plant and its latest developments. He began with a brief history of the power plant and the power plant's current usage. He stated that 2013 is a significant mile stone because that it when National Grid's contract runs out. This will be the year Port Jefferson will know what is happening.

IV. Approval of Minutes

Minutes of the Budget Planning meeting held February 15, 2012 were approved. (Stapleton;Timpanaro) (2 abstentions: A. Dombroski, L. Acampora)

Minutes of the meeting held February 27, 2012 were approved. (DeWitt;Stapleton)

V. Friends Reports

Twenty people attended the March Coffee House Concert. On March 15th the Friends hosted an Afternoon Tea which raised over \$750. These proceeds will go toward the Living Heritage project. The next meeting of the Friends will be in April.

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 March Meeting reviewed and discussed.

1. FAO Warrants of February 3, 17

2. Payroll Warrants of February 3, 17

3. Warrants: March 17 Warrant

Motion to approve the Financial warrants as presented (Timpanaro; Stapleton) unanimously approved.

Motion to approve the payroll warrants as presented (Cohee; Acampora) unanimously approved.

VII. Library Reports

A. Director's Report

Along with his written report:

- R. Goykin noted that there were no personnel changes for the month
- Noted library name tags have been handed out to staff who have been wearing them. Name tags were also given to the

Board. Director feels it is appropriate that everyone wears them.

- Director reminded the board of Tuesday's budget vote.
- The painting in the downstairs hallway and repairs to the outside of building are almost complete.
- R. Goykin discussed the board attending the LTA Trustee Institute and the Long Island Library Conference.
- Of note, Suffolk Cooperative is working on LI-Link, to allow Nassau and Suffolk County libraries to link access to materials. State Report distributed in packet for discussion and approval later in the meeting.

B. Trustee Report

Planning Committee

Laura Timpanaro gave a Planning report focusing on restarting the plans for the acquired property on Thompson Street. Recently while at the PLA Conference she focused on meeting with consultants in the fields of Needs Assessment, Project fund-raising and Capital projects. The library has a small window of opportunity approaching before the busy Summer reading season and would like to jump-start the planning. It is a good time to use Capital funds and not to wait until there aren't any funds available. Also discussed the idea of a retreat to facilitate an action plan. Dates discussed were, April 21, May 12 or June 2.

VIII. Unfinished Business

None

IX. New Business

A. Port Jefferson Free Library Annual Report for Public and Association Libraries-2011

Reviewed and Discussed. Motion to accept the Port Jefferson Free Library Annual Report for Public and Association Libraries 2011 and Notes. (DeWitt;Grossman) Unanimously approved.

B. Library Funding Proposal

Motion to approve the Republican proposal for Library funding. (Cohee;Stapleton) Unanimously approved.

C. Conference-Travel Budget Discussion

Reviewed and discussed the Conference and Travel budget line. Noting that the Conference budget line was previously reduced for lack of usage. This year's Conference budget line is in arrears. Board discussed taking it from the Professional fees line. Motion to transfer \$8,000 from Professional fees to Conference and Travel for the remaining 2012 year. (Dombroski;Stapleton) Unanimously approved.

Also discussed was the upcoming ALA Conference In California. Board decided that it was too costly for participants to attend this year.

X. Correspondence and Communications

A. Assemblyman Steven Englebright

B. Glenn V. Tinnie Letter

XI. Comments from the Public

None

XIII. Adjournment

On a Motion the meeting adjourned at 9:31 PM. (Dombroski,Grossman) Unanimously approved.

Respectfully submitted,

Margaret Cohee,
Secretary