

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES**  
**of the**  
**PORT JEFFERSON FREE LIBRARY**  
**held November 19, 2012**  
100 Thompson Street  
Port Jefferson, NY 11777

**Present**

Audrey Dombroski	President (absent with Excuse)
Laura Hill Timpanaro	Vice President
Lisa Acampora	Financial Officer
Margaret Cohee	Secretary
Tracy Stapleton	Trustee
John Grossman	Trustee
Robert Goykin	Director
Valerie Schwarz	Secretary to the Board
Patricia Wojcik	Business Manager

**I. Call to Order**

L. Timpanaro called the meeting to order at 7:02 PM. She thanked the Director and staff for good service during Hurricane Sandy and the power outage. Trustee M. Cohee was thankful library was open with power. She spent many days at the Library using charging stations and warming up. The library was packed with activity.

**II. Approval of the Agenda**

Motion to approve the Agenda for the Meeting of November 19, 2012. (Cohee;Acampora) Unanimously Approved.

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

None present

**B. Comments from the Board**

None

**IV. Approval of Minutes**

Motion to approve the Minutes of the Library Board meeting held October 22, 2012. (Stapleton;Acampora) 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 the November meeting were reviewed.
  1. Motion to approve the financial warrants of October 12, 26 and November 19, 2012 as presented. (Grossman;Cohee) Unanimously approved.
  4. Motion to approve the payroll warrants of October 12 and 26, 2012 as presented. (Grossman;Stapleton) Unanimously approved.

**V. Library Reports**

**A. Director's Report**

*Director reported the following items:*

- The staff did a great job during the Hurricane Sandy power outage. Library service went above and beyond. All departments pitched in. The response was great.
- Enclosed in the packet is an article on young people and the Library.
- NYLA was canceled due to hurricane, gas shortages and nor'easter on the horizon.
- Two Trustee applications have been taken.
- The staff has been off the charts with getting into local school districts and community organizations.

The Trustees had a brief discussion about Library advocacy. It is important that they know what is going on at the library and the surrounding community.

## **VI. Unfinished Business**

### **A. Consultant**

To be discussed in Executive Session.

### **B. Network and Technology Coordinator**

To be discussed in Executive Session.

## **VII. New Business**

### **A. Fund Transfers**

Motion to transfer \$232,679 from excess revenue in the General Fund for Fiscal Year ending June 30, 2012 to the Other Post-Employment Benefits Committed Fund.

Motion to transfer \$130,223 from the Unassigned General Fund Balance to the Other Post-Employment Benefits Committed Fund.

Motion to transfer \$32,880 from the Unassigned General Fund Balance to the Compensated Absences Committed Fund.

Motion to transfer \$100,000 from the Unassigned General Fund Balance to the Special Projects Committed Fund.

Motion to transfer \$100,000 from the Unassigned General Fund Balance to the Building & Grounds Committed Fund.

Motion to transfer \$100,000 from the Unassigned General Fund Balance to the Budget Stabilization Committed Fund.

Motion to approve the 6 Fund Transfers as presented (Acampora;Grossman) Unanimously approved.

## **VIII. Correspondence and Communications**

Miller Place High School Librarian Letter

## **IX. Comments from the Public**

None present.

At 7:49 PM there was a motion to move the meeting into Executive Session to discuss the Unfinished Business of Library Consultant and Network/Technology Coordinator. (Cohee;Acampora) Unanimously approved.

Motion to move the meeting out of Executive Session at 9:10 PM. (Cohee, Acampora) Unanimously approved.

On behalf of the Library Board, J. Grossman commended the Director regarding his positive progress and actions over the past few weeks---especially during Hurricane Sandy.

Motion to eliminate the position and title of Administrative Assistant for Network and Building Operations from the Librarian 1 Schedule. (Cohee;Grossman) Unanimously approved.

Motion to create the title and position of Network and Technology Coordinator, with duties as defined in the Network and Technology Coordinator job description. (Stapleton;Acampora) Unanimously approved.

Motion to appoint Thomas Arancio to the position of Network and Technology coordinator at a salary of \$56,515.95 on Step 6/Administrative Assistant pending a satisfactory background check effective the first Monday after receiving a satisfactory background check. (Grossman;Stapleton) Unanimously approved.

Board also recommended that the Director inquire from Nancy Davis what costs are involved for an overall strategic plan and needs analysis for the library and 114 Thompson Street property.

## **XI. Adjournment**

On a Motion the meeting adjourned at 9:12 PM. (Stapleton; Acampora) Unanimously approved.

Respectfully submitted,

Margaret Cohee,  
Secretary

**Recorded by Valerie Schwarz**