

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
of the
PORT JEFFERSON FREE LIBRARY
held **September 24, 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 (absent with excuse)
John Grossman	Trustee
Robert Goykin	Director
Valerie Schwarz	Secretary to the Board
Patricia Wojcik	Business Manager

I. Call to Order

A. Dombroski called the meeting to order at 7:07 PM.

II. A. Comments from the Public

Circulation Supervisor S. Siegal made a brief statement as a representative of the Library's Department heads showing their support of the Director. Friend's President, L. Gavin welcomed the Board back from their Summer.

B. Comments from the Board

Trustee M. Cohee noticed *Approval of the Agenda* was omitted from the evening's Agenda. She would like to add Trustee Calendar Dates to the Agenda.

III. Approval of Minutes

Motion to approve the Minutes of the Library Board meeting held June 18, 2012. (DeWitt;Cohee) 1-abs. L. Acampora. Motion approved.

Motion to approve the Minutes of the Library Board meeting held July 12, 2012. (Cohee;Grossman) 1-abs. L. Acampora. Motion approved.

IV. 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 September meeting were reviewed.
1. Motion to approve the financial warrants for June, July, August and September 2012 as presented. (DeWitt; Acampora) Unanimously approved.
 2. Motion to approve the vacation buy-back warrant for June 2012 as presented. (Cohee; Grossman) Unanimously approved.
 3. Motion to approve the health rebate warrant for June 2012 as presented. (DeWitt; Cohee) Unanimously approved.
 4. Motion to approve the payroll warrants for June 8, 2012 through August 31, 2012 as presented. (Grossman;Cohee) Unanimously approved.

V. Library Reports

A. Director's Report

Director reported the following items:

- R. Johnson has resigned to take a position at Emma Clark Library.
- Two new Security Guards have been hired.
- L. Gavin and P. Wojcik have taken on additional responsibilities regarding the custodians and security guards.
- We have been completely re-vamping the work for the custodians. Currently formulating a checklist for the building cleaning. The building is cleaner and better maintained.
- Annual SCLS Trustee Workshop is on November 15 at 6:30 PM.
- Enclosed in packet is an email from K. Seaman regarding following the State Comptroller's guidelines.

- We will be voting on a health insurance calculation to be used for part-time employees who wish to buy into the Library's health insurance.
- A custodian improperly used a cleaning chemical and has filed a worker's comp. claim.
- Administration office (V.Schwarz & N. Greenhalgh) renovation has been completed and under budget.
- New copiers have been installed in the library.
- The library bathrooms have been professionally steam cleaned and sanitized.
- We have changed our fire monitoring system from the Terryville FD to the Suffolk County Fire and Rescue. There is no charge for this service.
- Request for proposals (RFP) for legal services have been sent out. A copy of the RFP can be found in the packet.
- Senator LaValle obtained a \$2,200 grant for the Library. The newspaper articles are enclosed in the packet.
- A considerable amount of information about LIPA has been in the news. A. DeWitt and myself met with Mayor Garant who asked the library to join into an agreement with the other local municipalities to pay a proportional share of expenses for an economic impact study regarding the power plant.
- The Library's August 27 Planning Retreat was very successful and is pleased with the results.
- New copy machines have been installed. The lease payment is less cost than what we have been paying plus they use less resources. We will be voting tonight on charges for saving to a USB and Fax usage.
- The wireless internet bridge has been installed at the Chandlery. The library supplies the wireless service to the Village Center and now also to the Chandlery building for use from the Port Jefferson not-for-profits.
- There is an opening for an SCLS Trustee for the Brookhaven Zone.

VI. Unfinished Business

A. Planning Retreat

Packets were given out containing proposals from the recent request for proposal (RFP) from consultants. R. Goykin suggested hiring a planning consultant. He also thinks a planning committee should be formed which would include himself, interested Trustees, a staff and community members. There was a lengthy discussion of how the library should move forward with this project.

B. Hiring

Motion to approve the hiring of Ronald Reinisch and Karl Johnson as quarter-time Security Guards on step 1 at \$16. 98 per. hour. (DeWitt; Timpanaro) Unanimously approved.

Motion to approve the hiring of Thomas Donlon as Librarian 1: Network and Technology Coordinator step 9 on Librarian 1 scale (based on experience) \$73,291.40. This motion was tabled for additional discussion in Executive Session.

C. Copy Machines

Motion to update the copy machine charges as indicated in the Director's report.(Grossman;Cohee) Unanimously approved.

VII. New Business

A. NYLA

Motion to approve the NYLA Conference attendance of R. Goykin and A. Dombroski which includes hotels, meals, conference admission and travel---not to exceed \$2,500. (Timpanaro;DeWitt) Unanimously approved.

B. Health Insurance Calculation

Motion to approve the calculation for health insurance, presented by the Director as recommended by our accountant for the 2012-2013 FY. (Grossman: DeWitt) Unanimously approved.

C. Inter Municipal Agreement

Motion to enter into an IMA (Inter Municipal Agreement) with the Village of Port Jefferson to pay our proportional share of the expenses incurred related to the FERC (Federal Energy Regulatory Commission) filing and economic impact study regarding the disposition of the LIPA Power Plant in Port Jefferson not to exceed \$4,000. (Cohee;Grossman) Unanimously approved.

D. 2013 Trustee Election Calendar

Trustee Calendar supplied in packet. Minor changes made.

E. Tentative 2013 Board Calendar

Reviewed and Discussed. One date change was made for the March 2013 meeting. Revised Calendars will be provided in next month's packets.

F. Re-Organization Chart

Motion to approve re-organization Chart as presented. (DeWitt;Acampora) Unanimously passed.

VIII. Correspondence and Communications

MSN Money Letter

IX. Comments from the Public

None present.

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

Motion to move the meeting out of Executive Session at 12:27 AM. (Grossman;Cohee) Unanimously approved.

Motion to approve the hiring of Thomas Donlon as Librarian 1: Network and Technology Coordinator step 9 on Librarian 1 scale (based on experience) \$73,291.40. Motion failed unanimously.

XI. Adjournment

On a Motion the meeting adjourned at 12:28 AM. (Cohee; Timpanaro) Unanimously approved.

Respectfully submitted,

Margaret Cohee,
Secretary

Recorded by Valerie Schwarz