

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
of the
PORT JEFFERSON FREE LIBRARY
held December 16, 2013
100 Thompson Street
Port Jefferson, NY 11777

Present

Laura Hill Timpanaro	President (absent with excuse)
John Grossman	Vice President (absent with excuse)
Tracy Stapleton	Financial Officer
Margaret Cohee	Secretary
Harriet Z. Martin	Trustee
Lisa M. Ballou	Trustee
Christian Neubert	Trustee
Robert Goykin	Director
Patricia Wojcik	Business Manager (absent with excuse)
Valerie Schwarz	Secretary to the Board

I. Call to Order

M. Cohee called the meeting to order at 7:05 PM.

II. Approval of the Agenda

Motion to accept the December 16 agenda. (Neubert;Ballou) Unanimously approved.

III. A. Comments from the Public

L. Gavin wished the Library Board a happy holiday season and explained that the 2014 calendar is gifted from the Friends of the Port Jefferson Free Library.

III. B. Comments from the Board

The Board was unanimously appreciative of the gift of the calendar.

IV. Approval of Minutes

Motion to approve the Minutes for the November 18, 2013 Library Board Meeting. (Ballou;Stapleton)
Motion approved.

At this time, a presentation was given by E. Schaarsmidt, YA Manager highlighting the YA Center and its programs.

A proclamation from P.J. Village Mayor Garant along with gifts to outgoing Trustee M. Cohee for her 5 years of service was presented by Mr. Goykin. He also presented E. O'Hare with a certificate along with gifts for her 32 years of service at the Library upon her retirement.

V. Financial Reports

- A. Business Manager's Report to Treasurer given by R. Goykin.
- B. Comparative Statements of Expenses & Revenue for the month's ending were reviewed.
- C. Expenses at a glance for the December meeting were reviewed.
 1. Motion to accept the November 6, 2013 (\$8,597.76) & November 22, 2013 (\$420,209.86)FAO Warrants. (Stapleton;Martin) Unanimously approved.
 2. Motion to accept the November 6, 2013 (\$52,448.43) & November 22, 2013 (\$55,848.05)Payroll Warrants. (Stapleton;Neubert) Unanimously approved.
 3. Motion to accept the December 16, 2013 (\$33,950.11) Warrant. (Stapleton;Martin) Unanimously approved.

VI. Library Reports

A. Director's Report

Director reported the following items:

- This week we will be conducting interviews for a new Security Guard.
- Contract negotiations will be held on December 18.
- Director would like to get some insight into next year's operating budget which will be presented at the next meeting.
- Director met with Comsewogue Library Director along with SCLS Director K. Verbesy to discuss the contract districts.
- NYLA is going to propose a mandatory trustee training bill.
- Enclosed in packet is a policy on Circulating Technology. Please take it home to review.

- We have been given the Nexus Tablets through a grant. Some discussion on the tablet and the loaning policy were discussed at this point. Some questions raised were: age limits, maximum number of days of loan and fine structure.

VII. Unfinished Business

A. Trustee Election update

V. Schwarz gave a brief update on important dates to remember for the upcoming January 22, 2014 election. Enclosed in the packet are the trustee candidate bios.

VIII. New Business

A. Board Officer Nomination

The slate of candidates for the 2014 year are as follows:

President- L. Hill Timpanaro

Vice President-J. Grossman

Secretary-T. Stapleton

Financial Officer-H. Z. Martin

The slate will be voted on at the Annual Meeting and election on January 22, 2014.

B. Library Budget Vote

Motion to Participate in the library Common Budget Vote Days of April 8, 2014, April 7, 2015 and April 5, 2016. (Stapleton;Ballou) Unanimously accepted.

C. Library Preliminary Budget Discussion

Board instructed the Director to keep in line with previous year's budget and stay within the 2% tax cap.

D. Circulating Technology Policy

Policy was tabled.

IX. Correspondence and Communications

X. Comments from the Public

None present.

At 9:05 PM, there was a motion to move the meeting into executive session to discuss an issue pertaining to a specific employee.

(Ballou;Neubert) Unanimously approved.

There was a motion to move the meeting out of Executive Session at 10:02 PM. (Martin;Stapleton) Unanimously approved.

XI. Adjournment

The meeting adjourned at 10:03 PM. (Martin;Stapleton) Unanimously approved.

Respectfully submitted,

Tracy Stapleton,
Secretary

Recorded by Valerie Schwarz