

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES**  
**of the**  
**PORT JEFFERSON FREE LIBRARY**  
**held January 28, 2013**  
100 Thompson Street  
Port Jefferson, NY 11777

**Present**

Laura Hill Timpanaro	President
John Grossman	Vice President
Tracy Stapleton	Financial Officer
Margaret Cohee	Secretary
Harriet Z. Martin	Trustee
Robert Goykin	Director
Valerie Schwarz	Secretary to the Board

**I. Call to Order**

L. Timpanaro called the meeting to order at 7:11 PM. She welcomed newly elected Trustee Harriet Z. Martin. Network and Technology Coordinator, T. Arancio was introduced to the Board. L. Timpanaro gave congratulations for the great press as Library was named *Educator of the Year* in the *Port Times Record*.

**II. Approval of the Agenda**

Motion to approve the Agenda for the Meeting of January 28, 2013. (Timpanaro;Stapleton) Unanimously Approved.

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

None

**B. Comments from the Board**

None

**IV. Approval of Minutes**

Motion to approve the Minutes of the Library Board meeting held November 19, 2012.(Cohee;Grossman) (1 Abstention-H. Martin) Motion Approved.

**V. Financial Reports**

- A. Business Manager's Report to Treasurer.
- 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 (FAO) financial warrants of November 9, 23, December 7, 21, 2012 and the Warrants of December 17, 2012 and January 28, 2013 as presented. (Grossman; Stapleton) Unanimously approved.
  2. Motion to approve the payroll warrants of November 9 and 23 2012, and December 7 and 21 as presented. (Cohee;Stapleton) Unanimously approved.

**V. Library Reports**

**A. Director's Report**

*Director reported the following items:*

- There is a need to increase Business clerks hours for special projects.
- The Technology Plan needs to be approved at tonight's meeting.
- The library services contract with the corrected wording need to be approved tonight.
- Recommends that April 9, 2013 be approved as the library budget vote day.

**VI. Unfinished Business**

**A. Library Board of Trustees**

Motion to accept the November 14th e-mail resignation of Adam DeWitt from the Port Jefferson Library Board of Trustees. (Grossman; Stapleton) Unanimously approved.

## **B. Consultant**

Motion to have Director enter into contract with Ivy Library pursuant to proposal dated December 12, 2012 as amended with a starting date of March and an ending date of August 2013. (Stapleton;Grossman) Unanimously approved.

## **VII. New Business**

Motion to amend the library services contract with corrected wording as presented. (Stapleton;Grossman) Unanimously approved.

Motion to approve the PJFL Technology plan 2013-2016 as presented. (Grossman;Cohee) Unanimously approved.

Motion to increase the hours of confidential business clerk Renee DiGiovanni during business manager's medical leave and/or as needed for special projects not to exceed half time status. (Timpanaro; Stapleton) Unanimously approved.

Motion to hold the 2013 library budget vote on April 9, 2013. (Stapleton; Martin) Unanimously approved.

Motion to have director attend the Monday, March 5 *Library Legislation Day* in Albany which includes hotel for 1 night. (Cohee;Grossman) Unanimously approved.

## **VIII. Correspondence and Communications**

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

None

At 8:31 PM, there was a motion to move the meeting into executive session to discuss personnel issues. (Cohee;Stapleton) Unanimously approved. Library counsel, K. Seaman was in attendance. The director and secretary were asked to leave executive session.

At approximately 9:15 PM the director and secretary were invited back into meeting. There was a motion to move the meeting out of Executive Session at 9:50 PM. (Timpanaro;Grossman) Unanimously approved.

Kevin Seaman announced to R. Goykin that the Board has decided to extend his contract for 1 year with a 2.5% increase retroactive from January 1, 2012. He was informed that he needs to draft a list of goals and objectives for 2013. He will be given a preliminary review in June and also have a final evaluation/review in November on his performance. The Board may modify or add to the list of goals and objectives. He will submit his list to the President of the Board within the next two weeks.

There will be no other changes in employment or terms of employment. Unanimously approved by acclamation.

The director handed out copies of the preliminary 2013-14 Library Operating Budget for review.

Different budget scenarios were discussed. Director recommended the Trustees review the information and if needed, a meeting can be set up in mid-February if necessary. They should let Board President Timpanaro know if they would like to meet.

## **XI. Adjournment**

The meeting adjourned at 10:32 PM by acclamation.

Respectfully submitted,

Margaret Cohee,  
Secretary, Board of Trustees

Recorded by Valerie Schwarz