

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
of the
PORT JEFFERSON FREE LIBRARY
held June 17, 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
Lisa M. Ballou	Trustee
Christian Neubert	Trustee
Robert Goykin	Director
Patricia Wojcik	Business Manager
Valerie Schwarz	Secretary to the Board

I. Call to Order

L. Hill Timpanaro called the meeting to order at 7:02 PM.

II. Approval of the Agenda

The Agenda for the Meeting of June 17, 2013 was modified. The Director added to the agenda, Ivy Library Planning and Fire Department.

III. A. Comments from the Public

None present.

B. Comments from the Board

None.

IV. Approval of Minutes

Motion to approve the Minutes for the May 20, 2013 Library Board Meeting. (Martin; Ballou)
2 Abstentions-M. Cohee and T. Stapleton. 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 June meeting were reviewed.
 1. Motion to approve the (FAO) warrants of May 10 & 24, 2013 and the June 17, 2013 warrant as presented. (Cohee;Grossman) Unanimously approved.
 2. Motion to approve the payroll warrants of May 10 and 24, 2013 (Grossman;Stapleton) Unanimously approved.

Due to the change in the Technical Services supervisor, the Business Manager noted that the Baker and Taylor invoices are not contained in the warrants for the month.

A discussion ensued about tighter restrictions from the State Comptroller's office regarding the Library's invoices. Motion to accept T. Stapleton's resignation as Financial Officer and accept H. Martin as Financial Officer of the Port Jefferson Free Library Board of Trustees. (Cohee;Neubert) Unanimously approved.

VI. Library Reports

A. Director's Report

Director reported the following items:

- We now have 3 new custodians who are doing a wonderful job. B. Mori has taken over the training and risen to the occasion.
- To ease transition of merging the Circulation and Technical Services departments, Thomas Donlon has taken over as the Pals Coordinator.
- Please read the enclosed Newsday Article regarding public finances and reserve funds.
- More information regarding the Ivy Library and planning will be discussed. It is time to move ahead and form a planning committee. During the interview process the two newest Trustees showed interest in being on this committee. Director would like L. Timpanaro to join them.

A discussion developed regarding Nancy Davis and the library planning. Board President L. Timpanaro stressed how she wants Nancy Davis to supply a time line of the different phases of this project.

B. Personnel

The following motions were unanimously approved: (Grossman;Cohee)

Motion to approve the extension of Kathleen Greenhalgh's resignation from June 27 to July 25, 2013.

Motion to approve the resignation/abandonment of Chris Steinman effective Tuesday, June 4, 2013.

Motion to approve the hire of Darren Hunold (half-time) and Wilfredo Gonzalez (quarter-time) custodial assistants, step 1 @ \$16.98 per hour, effective June 15, 2013.

Motion to approve the hire of Paul Richters, substitute custodial assistant, step 1 @ \$16.98 per hour, effective June 15, 2013.

Motion to approve the hire of Joseph Iasso and Emanuele Sgarra as returning Summer Library Pages at \$7.50 per hour effective June 15, 2013.

Motion to approve the hire of Jenna Ferrara, Allegra Fils-Aime, Gabrielle Donero, Jillian Juhas and Thomas Pon as Summer Library Pages at \$7.25 per hour effective June 15, 2013.

VII. Unfinished Business

VIII. New Business

A. Fire Department

The board reviewed and discussed the idea of having the P. J. Fire Department use the 114 Thompson Street house for training. More information will be gathered by Director before a decision is made.

IX. Correspondence and Communications

X. Comments from the Public

None present.

At 9:15 PM, there was a motion to move the meeting into executive session to discuss personnel issues. (Ballou; Stapleton) Unanimously approved.

There was a motion to move the meeting out of Executive Session at 10:26 PM. (Cohee; Grossman) Unanimously approved.

Motion to approve a 2% increase in salary for the Confidential Secretary and Business Manager for the 2013-2014 fiscal year. Unanimously approved. (Ballou;Martin)

Motion to approve R. Di Giovanni to full-time status at a rate of \$20.90 per hour effective July 1, 2013. Unanimously approved. (Grossman; Ballou).

XI. Adjournment

The meeting adjourned at 10:31 PM. (Martin;Stapleton) Unanimously approved.

Respectfully submitted,

Margaret Cohee,
Secretary

Recorded by Valerie Schwarz