

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
of the
PORT JEFFERSON FREE LIBRARY
held March 18, 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 (absent with excuse)
Christian Neubert	Trustee
Robert Goykin	Director
Patricia Wojcik	Business Manager
Valerie Schwarz	Secretary to the Board

I. Call to Order

L. Timpanaro called the meeting to order at 7:00 PM.

II. Approval of the Agenda

Motion to approve the Agenda for the Meeting of March 18, 2013. (Cohee;Martin) Unanimously Approved.

III. A. Comments from the Public

L. Gavin, President of Friends welcomed new trustee C. Neubert and wished R. Maggio well on his retirement.

B. Comments from the Board

Board President, L. Timpanaro welcomed C. Neubert to the Library Board of Trustees.

At this time a brief presentation was made for long-time staff member Robert Maggio who will be retiring at the end of this month.

IV. Approval of Minutes

Motion to approve the Minutes of the Library Board meeting held February 25, 2013.(Martin;Grossman)
(1-Abstention: C. Neubert) Unanimously Approved.

Motion to approve the Minutes of the Special Meeting of March 11, 2013. (Grossman;Cohee)
(1 Abstention: T. Stapleton)

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 March meeting were reviewed.

1. Motion to approve the (FAO) financial warrants of February 1, 15 and March 18, 2013 Warrant as presented.
(Stapleton; Martin) Unanimously approved.

2. Motion to approve the payroll warrants of February 1 & 15, 2013 as presented.(Cohee;Stapleton) Unanimously approved.

VI. Library Reports

A. Director's Report

Director reported the following items:

- Interviews for the Reference Head of Department have been conducted.
- Seeking approval to hire one quarter time Circulation Clerk due to merging both the Circulation and Technical Services Departments.
- Librarian E. Schaarschmidt was profiled in the YASD newsletter.
- Library budget vote is set for Tuesday, April 9. Please remind your friends to vote.

- Petty cash policy in packet for review. P. Wojcik took the initiative and worked with auditor to comprise.
- Director thanked P. Wojcik for her help in preparing the library budget. She did a great job.
- Recent library roof repair leaked due to additional uncleared drains that we did not know existed.
- Construction grants available to go towards generators for libraries. County Library system would handle the process if interested. The library can get a maximum of up to 50% of the cost.
- Director is asking for 3 hours of compensation time for employees who march in the fourth of July parade.

A thank you letter from outgoing trustee L. Acampora was read here.

VII. Unfinished Business

A. Head of Reference Discussion

To be discussed in executive session.

VIII. New Business

A. Petty Cash Policy

Preliminary policy enclosed in packet. Policy read by P. Cohee. To be voted on at the April Board Meeting.

B. Circulation Clerk

Motion to hire one quarter-time Circulation Clerk at Step 1-\$16.98 hour.(Grossman;Martin) Unanimously approved.

IX. Correspondence and Communications

X. Comments from the Public

Employee E. Casamassa spoke about the difficulties that some employees would have marching in the holiday parade.

At 8:07 PM, there was a motion to move the meeting into executive session to discuss personnel issues. (Martin;Neubert) Unanimously approved.

There was a motion to move the meeting out of Executive Session at 9:45 PM. (Martin;Cohee) Unanimously approved.

Motion to authorize Director to hire Eileen Caulfield as Reference and Adult Services Manager with a salary ranging between Step 11 (\$77,845.20), not to exceed step 14 (\$84,670.20). (Stapleton;Neubert) Unanimously approved.

Motion to authorize agreements between P. Wojcik and V. Schwarz and the Port Jefferson Library as provided by K. Seaman dated March 18, 2013.(Grossman;Neubert) Unanimously approved.

XI. Adjournment

The meeting adjourned at 9:57 PM. (Martin;Grossman) Unanimously approved.

Respectfully submitted,

Margaret Cohee,
Secretary, Board of Trustees