

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
of the
PORT JEFFERSON FREE LIBRARY
held May 20, 2013
100 Thompson Street
Port Jefferson, NY 11777

Present

Laura Hill Timpanaro	President
John Grossman	Vice President
Tracy Stapleton	Financial Officer (absent with excuse)
Margaret Cohee	Secretary (absent with excuse)
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 7:03 PM.

II. Approval of the Agenda

Motion to approve the Agenda for the Meeting of May 20, 2013. (Neubert;Grossman) Unanimously approved.

III. A. Comments from the Public

None.

B. Comments from the Board

None.

IV. Approval of Minutes

Motion to approve the Minutes for the April 22, 2013 Library Board Meeting. (Grossman; Neubert)
1 Abstention-L. Timpanaro. Motion approved.

At this time a brief presentation was made for two long-time staff members Phil Donato and Denise Guida who have just recently retired.

A short demonstration of a Smart TV was conducted by T. Arancio, Technology Coordinator.

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 May meeting were reviewed.
 1. Motion to approve the (FAO) warrants of April 12, 26 & 29, 2013 as presented. (Grossman;Neubert)
Unanimously approved.
 2. Motion to approve the payroll warrants of April 12, 26 & 29, 2013 and the May 20, 2013 warrant (Martin;Neubert)
Unanimously approved.

At 7:53 PM K. Seaman, Library counsel arrived at the meeting. Motion to move meeting into executive session to discuss a labor dispute. (Timpanaro;Neubert)

At 9:18 the meeting moved out of executive session. (Timpanaro;Neubert)

VI. Library Reports

A. Director's Report

Director reported the following items:

- We need to approve a new contract for Library Auditors, Baldassari and Coster.
- We will be discussing the custodial situation and authorizing the Director to engage into contract with a cleaning service.

B. Personnel

Motion to accept the resignation of Kathleen Greenhalgh effective June 27, 2013. (Neubert;Grossman) Unanimously approved.

Motion to approve a \$150 honorarium for Robert Maggio. (Grossman;Neubert) Unanimously approved.

VII. Unfinished Business

A. Planning

Motion to approve the revised contract from Ivy Library dated May 10, 2013 not to exceed \$36,878.00. (Timpanaro;Neubert) Unanimously approved.

VIII. New Business

A. Library Audit Engagement Letter

Motion to accept the 2013-14 Library Audit proposal from Baldassari & Coster LLP. (Timpanaro;Martin) Unanimously approved.

B. Cleaning Services

Motion to authorize Library Director to engage in contract with Theresa's Cleaning Service at \$79.50 per hour. (Grossman;Neubert) Unanimously approved.

IX. Correspondence and Communications

X. Comments from the Public

None present.

At 9:35 PM, there was a motion to move the meeting into executive session to discuss personnel issues. (Neubert; Stapleton) Unanimously approved.

There was a motion to move the meeting out of Executive Session at 9:39 PM. (Neubert;Stapleton) Unanimously approved.

XI. Adjournment

The meeting adjourned at 9:40 PM. (Grossman;Martin) Unanimously approved.

Respectfully submitted,

Margaret Cohee
Secretary, Board of Trustees

Recorded by Valerie Schwarz