

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES**  
**of the**  
**PORT JEFFERSON FREE LIBRARY**  
**held September 24, 2014**  
100 Thompson Street  
Port Jefferson, NY 11777

**Present**

Laura Hill-Timpanaro	President
John Grossman	Vice President
Tracy Stapleton	Secretary
Harriet Z. Martin	Financial Officer
Lisa M. Ballou	Trustee
Christian Neubert	Trustee
Susan Prechtel-Loper	Trustee
Robert Goykin	Director
Patricia Wojcik	Business Manager
Valerie Schwarz	Secretary to the Board

**I. Call to Order**

J. Grossman called the meeting to order at 7:35 PM.

**II. Approval of the Agenda**

Motion to accept the September 22, 2014 agenda. (Martin;Prechtel-Loper) Unanimously approved.

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

None present.

**III. B. Comments from the Board**

None.

**IV. Approval of Minutes**

Motion to approve the Amended Minutes for the August 25, 2014 Library Board Meeting. (Prechtel-Loper;Martin)  
Motion unanimously approved.

**V. Financial Reports**

**A.** Business Manager's Report to Treasurer given by P. Wojcik.

**B.** Comparative Statements of Expenses & Revenue for the month's ending were reviewed.

**C.** Expenses at a glance for the September meeting were reviewed.

1. Motion to accept the August 1, 2014 (\$20,912.61); August 15, 2014 (\$11,027.19); August 26, 2014 (\$6,000.00); August 29, 2014 (\$36,403.41) FAO warrants and the September 22, 2014 (\$39,604.09) warrant. (Martin;Stapleton) Unanimously approved.
2. Motion to accept the August 1, 2014 (\$47,279.31); August 15, 2014 (\$47,423.36); & August 29, 2014 (\$46,919.99) Payroll Warrants.(Martin;Stapleton) Unanimously approved.

**D. 2014 Library Audit Report**

Library audit report given by A. Coster of Baldessari & Coster LLP.

Motion to accept the June 30, 2014 Library Audit report as presented by A. Coster. (Martin;Prechtel-Loper) Unanimously approved.

## **VI. Library Reports**

### **A. Director's Report**

*Director reported the following items:*

- We will be required to file an additional report to the Comptroller and Department of Education along with reports that are already filed each year. We will also be required to have a separate Conflict of Interest and Whistle-blower Policy.
- Tonight we will be voting to change the status of our substitute Custodian.
- We have expanded the search for the Children's Manager. The salary range has been added to the posting and it has been re-posted again along with posting it to NYLA.
- The Trustee workshop is on October 30 at SCLS in Bellport.
- A date must be picked for the Library's planning and Ivy Library's presentation.
- The Dragon Boat races were a success. Most of the staff (that was not working) attended the event. Thank you to Linda Gavin and Team Captain, Nikki Greenhalgh for their hard work.
- A copy of the SCLS Resource Sharing Code is inserted in your packet. We will need to vote on it by next month.

### **B. Personnel**

Motion to change the status of Custodian Paul Richter from substitute to unclassified part time, Step 1 at \$17.15 per hour. (Stapleton;Ballou) Unanimously approved.

## **VII. Unfinished Business**

### **A. Circulation Policy, Registration Policy and Temporary Authorized User Library Card Policy**

Motion to adopt the Circulation, Registration and Temporary Authorized User Library Card policies as presented. (Martin;Precht-Loper) Unanimously approved.

### **B. Re-organization Chart**

Motion to approve the re-organization chart as presented. (Precht-Loper;Stapleton) Unanimously approved.

### **C. Library Planning**

The date chosen for Ivy Library to make their presentation is Tuesday, November 18th at 4:00 PM.

## **VIII. New Business**

### **A. Tentative Board Meeting Calendar**

Reviewed and Discussed the dates for the 2015 Board Meetings. Board members advised to review dates and discuss at the next board meeting.

### **B. Trustee Election Calendar**

Informational Election Calendar distributed in packet.

### **C. SCLS Resource Sharing Code**

The SCLS Resource Sharing Code has been tabled until next month.

### **D. Common Vote Day**

Motion to adopt Tuesday, April, 14, 2015, Tuesday, April 5, 2016, Tuesday, April 4, 2017, Tuesday, April 10, 2018 and Tuesday, April 2, 2019 as common library budget vote days. (Martin;Precht-Loper) Unanimously approved.

## **IX. Correspondence and Communications**

### **X. Comments from the Public**

None present.

At 8:53 PM, there was a motion to move the meeting into executive session to discuss personnel issues. (Martin;Stapleton) Unanimously approved.

There was a motion to move the meeting out of Executive Session at 10:05 PM. (Grossman;Neubert) Unanimously approved.

Motion to approve a 1% salary increase to V. Schwarz and P. Wojcik along with a .8% performance bonus effective July 1, 2014. (Martin;Stapleton) Unanimously approved.

Motion to extend V. Schwarz's contract for an additional 3 years. (Grossman;Stapleton) Unanimously approved.

Motion to offer a contract for T. Hamilton with details as previously negotiated by the Library Director. (Grossman;Martin) Unanimously approved.

Vice President, J. Grossman announced that he will be seeking re-election to the board. President, L. Timpanaro also stated that the Trustee Officers of the Library board will have to be decided upon and that Trustee T. Stapleton will become the Personnel Officer.

### **XI. Adjournment**

The meeting adjourned at 10:13 PM. (Grossman;Stapleton) Unanimously approved.

Respectfully submitted,

Tracy Stapleton,  
Secretary