

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES**  
**of the**  
**PORT JEFFERSON FREE LIBRARY**  
**held August 25, 2014**  
100 Thompson Street  
Port Jefferson, NY 11777

**Present**

Laura Hill-Timpanaro	President
John Grossman	Vice President (absent with excuse)
Harriet Z. Martin	Financial Officer
Tracy Stapleton	Secretary
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**

L. Hill Timpanaro called the meeting to order at 7:07 PM.

**II. Approval of the Agenda**

Motion to approve the Agenda for the Meeting of August 25, 2014. (Martin; Stapleton)

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

None present.

**B. Comments from the Board**

L. Timpanaro thanked the board for coming to this evening's meeting. Hope everyone had a nice summer and also stated that there was a lot of items to go over this evening.

**IV. Approval of Minutes**

Motion to approve the Minutes for the June 16, 2014 Library Board Meeting. (Martin;Ballou)  
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 August meeting were reviewed.

*The following warrants were unanimously approved:* (Ballou;Prechtel-Loper)

- JUNE 6, 2014 FAO WARRANT (\$17,234.94)
- JUNE 20, 2014 FAO WARRANT (\$78,583.64)
- JUNE 30, 2014 HEALTH REBATE WARRANT (\$1,092.63)
- JUNE 30, 2014 VACATION BUY-BACK WARRANT (\$1,234.49)
- JULY 3, 2014 FAO WARRANT (\$6,462.99)
- JULY 18, 2014 FAO WARRANT (\$43,476.10)
- JUNE 30, 2014 HEALTH REBATE (\$18,474.24)
- JUNE 30, 2014 VACATION BUY BACK (\$18,816.21)
- JULY 21, 2014 WARRANT (\$54,019.95)
- AUGUST 25, 2014 WARRANT (\$111,747.75)

*The following payroll warrants were unanimously approved:* (Prechtel-Loper; Ballou)

- JUNE 6, 2014 PAYROLL WARRANT(\$47,396.47)
- JUNE 20, 2014 PAYROLL WARRANT (\$67,496.81)
- JULY 3, 2014 PAYROLL WARRANT(\$46,830.81)
- JULY 18, 2014 PAYROLL WARRANT (\$47,661.99)

P. Wojcik stated that the auditors were at the library for 2 days conducting the annual audit. She also mentioned that the payroll warrants now show the hourly wage of each employee.

## **VI. Library Reports**

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

*Director reported the following items:*

- He is amazed at the amount of turnover at the Library.
- Commended the staff, especially Margaret Smith along with Tom Donlon, Erin Schaarschmidt and Sarina Sicurella for keeping an eye on the Children's Department.
- We have finished the Employee Handbook with the help of Patti Wojcik and Val Schwarz.
- We will be voting on the revised CBA tonight. Since nothing was happening with the final contract, I took it upon myself to format the document. Thank you Val and Patty for helping with the pay scales.
- Enclosed in packet are upcoming Trustee training events.
- The Friends Science Carnival was such a successful event. The Friends of the Library along with Linda Gavin and the staff all came together to do an incredible job. It was truly amazing.
- The Library hosted a very successful Job Fair. Over 150 people attended. A few people received on the spot interviews and some even landed jobs.
- Natalie Brooks part time Circulation Clerk has married and resigned. We will need to replace her position.
- We need to appoint two Security Guards tonight.
- Custodian, Darren Hunnold has taken a full time position at Sachem Library.
- We need to approve the 2 new Teen Librarians to replace Colleen Navin's position.
- We need to approve the Assistant to the Business Manager position.
- Full time librarian, Adrienne Norion has taken a position with the Patchogue-Medford School District. We need to accept her resignation.
- We need to vote on the Library's liability insurance policy tonight.
- We received a bullet grant from Senator LaValle for \$3000.

## **VII. Unfinished Business**

### **A. Planning**

A brief report was given by L. Timpanaro regarding the Library's planning. She would like Ivy Library to attend the September meeting, and submit their report while including alternate contingencies into the report.

### **B. CBA**

RESOLVED, that Library Board of Trustees President L.H. Timpanaro is authorized to execute the Collective Bargaining Agreement between the Library and the Staff Association this day the 25 of August, 2014; said CBA reflecting the terms of the Memorandum of Agreement ratified by the Board of Trustees and the Staff Association. (Stapleton;Prechtl-Loper) Unanimously approved.

## **VII. New Business**

**A. Circulation Policy Review** Reviewed and discussed. Changes will be prepared for the next meeting.

**B. Registration Policy Review** Reviewed and discussed. Changes will be prepared for the next meeting.

**C. Temporary Authorized Library Card User Policy** Reviewed and discussed. Changes will be prepared for the next meeting.

Motion to accept the Library's Liability and Umbrella Insurance Policy provided by Regan Agency at a cost of \$31,165.31 annually. (Ballou;Prechtl-Loper) Unanimously approved.

Motion to approve the annual purchase of the Hoopla Digital Service at \$6,000 for the first year. (Prechtl-Loper;Neubert) Unanimously approved.

Motion to approve the purchase of the View Scan Digital Microfilm-fische reader at a cost of \$8,465.00 (Ballou;Prechtl-Loper) Unanimously approved.

Motion to enter into an IMA (Inter Municipal Agreement) with the Village of Port Jefferson to pay the Library's proportional share of legal expenses incurred related to the disposition of the LIPA Power Plant in Port Jefferson-not to exceed \$2,000.00. (Stapleton;Ballou) 1 abstention-H. Martin. Motion passed.

## **IX. Correspondence and Communications**

A. Senator LaValle bullet grant letter

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

None present.

At 8:58 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 10:04 PM. (Stapleton: Loper) Unanimously approved.

#### **B. Personnel**

Motion to accept the resignation of part-time Circulation Clerk-Natalie Brooks.(Martin;PrechtI-Loper) Unanimously approved.

Motion to authorize the hire of a part-time Circulation Clerk, entry level, Step 1-\$17.15 per hour. (Martin;PrechtI-Loper) Unanimously approved.

Motion to hire Brian Connor and Wayne Maurer as part-time Security Guards, Step 1-\$17.15 per hour effective July 14, 2014. (Martin;PrechtI-Loper) Unanimously approved.

Motion to accept the appointment of Kahn DeRenzo, part-time Librarian Trainee, Step 8 at 26.99 per hour-Senior Clerk Scale effective July 14, 2014. (Martin;PrechtI-Loper) Unanimously approved.

Motion to accept the appointment of Anthony Bliss, Librarian 1, Step 1 at \$30.57 per hour, effective July 21, 2014. (Martin;PrechtI-Loper) Unanimously approved.

Motion to accept the appointment of Tashai Hamilton, Assistant to the Business Manager at 40,000 annually (\$21.98 per hour) effective August 26, 2014. (Martin;PrechtI-Loper) Unanimously approved.

Motion to accept the resignation of Adrienne Norian, full-time Librarian 1 effective August 29, 2014. (Martin;PrechtI-Loper) Unanimously approved.

#### **XI. Adjournment**

The meeting adjourned at 10:07 PM by acclamation.

Respectfully submitted,

Tracy Stapleton,  
Secretary

**Recorded by Valerie Schwarz**