

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES**  
**of the**  
**PORT JEFFERSON FREE LIBRARY**  
**held June 16, 2014**  
100 Thompson Street  
Port Jefferson, NY 11777

**Present**

Laura Hill-Timpanaro	President (absent with excuse)
John Grossman	Vice President
Tracy Stapleton	Secretary
Harriet Z. Martin	Financial Officer
Lisa M. Ballou	Trustee
Christian Neubert	Trustee (absent with excuse)
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 7:01 PM.

**II. Approval of the Agenda**

Motion to accept the June 16 agenda. (Stapleton;Martin)  
Unanimously approved.

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

None present.

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

J. Grossman discussed President L. Timpanaro's check-list regarding items she would like reviewed for the evening's meeting.

**IV. Approval of Minutes**

Motion to approve the Minutes for the May 19, 2014 Library Board Meeting. (Prechtel-Loper;Stapleton)  
Motion 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 June meeting were reviewed.
  1. Motion to accept the May 9, 2014 (\$8,095.58) May 23, 2014 (\$50,111.53) FAO Warrants. (Martin;Prechtel-Loper)  
Unanimously approved.
  2. Motion to accept the May 9, 2014 (\$49,712.51) May 23, 2014 (\$49,304.69) Payroll Warrants.  
(Martin;Stapleton) Unanimously approved.
  3. Motion to accept the June 16, 2014 (\$56,352.71) Warrant. (Martin; Prechtel-Loper) Unanimously approved.

**VI. Library Reports**

**A. Director's Report**

*Director reported the following items:*

- I attended an on-line webinar presented by G. Nichols. It was an excellent seminar about Library Board Training. It focused on the relationships between the Director and the Board.
- We need to make some important decisions regarding Library planning. It is time to decide what you really want for the Library.
- We have signed up for the Trustee Academy camp with a login and password.

## **Personnel**

Personnel was discussed during Executive Session.

## **VII. Unfinished Business**

### **A. Library Planning**

Planning was discussed during Executive Session. Decided that Ivy Library integrate a new strategic plan.

## **VIII. New Business**

### **A. Transfer of Funds**

Moved to end of meeting.

## **IX. Correspondence and Communications**

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

None present.

At 7:57 PM, there was a motion to move the meeting into executive session to discuss the Personnel and Planning. (Stapleton;Prectl-Loper) Unanimously approved.

There was a motion to move the meeting out of Executive Session at 9:19 PM. (Stapleton;Prectl-Loper) Unanimously approved.

Motion to approve the hire of Adrienne Noroian as a full-time Librarian 1, beginning June 25, 2014 at entry level-\$30.27/hr. (Martin;Prectl-Ballou) Unanimously approved.

Motion to approve the hire of Jenna Ferrara, Thomas Pon, Casey Africaro, Rachel Balfoort & Steven Rose as Summer Library Pages at \$8.00 per hour effective June 20, 2014. (Martin;Ballou) Unanimously approved.

Motion to approve the resignation of part-time Security Guard, Ken Tobiassen. (Martin;Prectl-Loper) Unanimously approved.

Motion to approve the hire of Joseph Murrin as a part-time, entry level Security Guard at step 1-\$17.15 per hour beginning July 3, 2014. (Martin;Prectl-Loper) Unanimously approved.

Motion to accept the resignation of Security Guard, Ron Reinisch. (Stapleton;Martin) Unanimously approved.

Motion to authorize the Library Director to hire a part-time, entry level Security Guard at step 1-\$17.15 per hour beginning July 1, 2014. (Stapleton;Ballou) Unanimously approved.

Motion to accept the resignation of Reneé DiGiovanni effective June 27, 2014. (Martin;Ballou) Unanimously approved.

Motion to authorize the Director to hire a full time Assistant to the Business Manager salary range \$35,000-\$42,000 dependent upon experience. (Martin;Stapleton) Unanimously approved.

Motion to transfer \$24,358.22 from the Library's committed funds for compensated absences to the general fund professional salary budget line to cover the accrued benefit time payout expense for Joann Muscardin. (Stapleton;Martin) Unanimously approved. (Stapleton;Prectl-Loper) Unanimously approved.

## **XI. Adjournment**

The meeting adjourned at 9:23 PM. (Stapleton;Ballou) Unanimously approved.

Respectfully submitted,

Tracy Stapleton,  
Secretary

**Recorded by Valerie Schwarz**

