

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES**  
of the  
**PORT JEFFERSON FREE LIBRARY**  
held **November 24, 2014 7:00PM**  
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**

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

**II. Approval of the Agenda**

Motion to accept the November 24 agenda.(Grossman;Neubert)  
Unanimously approved.

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

Tashi Hamilton and Kimberly Zettwoch were in attendance.

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

L. Timpanaro commented that we have a very busy schedule for the next few months. She also mentioned the Friends Staff Holiday luncheon on Dec. 17. This weekend at the Village Center the Friends are sponsoring a tree at the Festival of Trees. It will be a good opportunity to connect with the staff.

**IV. Approval of Minutes**

Motion to approve the Minutes for the October 24, 2014 Library Board Meeting. (Neubert;Grossman)  
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 October meeting were reviewed.
  1. Motion to accept the October 10, 2014 (\$8,415.21) October 24, 2014 (\$52,996.92) FAO Warrants. (Grossman; Neubert) Unanimously approved.
  2. Motion to accept the October 10, 2014 (\$48,396.04) October 10, 2014 (\$48,067.03) Payroll Warrants. (Neubert;Stapleton) Unanimously approved.
  3. Motion to accept the November 24, 2014 (\$51,342.22) Warrant. (Grossman; Neubert) Unanimously approved.

Question was raised by board president about the Library having a formalized emergency preparedness plan.

**VI. Library Reports**

**A. Director's Report**

*Director reported the following items:*

- Tashi Hamilton and Kim Zettwoch were introduced to the board.
- Director asked if there were any questions regarding the new Tax Freeze Legislation.
- Lee Rosner will be at tonight's meeting to give a report.
- The Festival of Trees will be held this weekend at the Village Center. The Friends of the Library are sponsoring a Library tree.

## **Personnel**

Personnel was discussed during Executive Session.

## **VII. Unfinished Business**

### **A. Whistle Blower Policy**

### **B. Conflict of Interest**

Motion to adopt the Whistle Blower and Conflict of Interest Policies as presented.(Prechtl-Loper;Neubert) Unanimously approved.

## **VIII. New Business**

### **A. SCLS Budget**

Motion to approve the FY 2015 SCLS Operating budget as presented.(Martin;Stapleton) Unanimously approved.

### **B. SCLS Board**

Motion to cast 5 votes for Margaret Barone as SCLS Trustee. (Martin;Stapleton) Unanimously approved.

## **IX. Correspondence and Communications**

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

None present.

At 8:11 PM, there was a motion to move the meeting into executive session to discuss Personnel issues. (Martin; Grossman) Unanimously approved.

There was a motion to move the meeting out of Executive Session at 10:40 PM. (Grossman;Martin) Unanimously approved.

Motion to authorize the Director to sign a 5 year commitment letter switching from Verizon to Light Tower along with member libraries not to exceed \$10,000./yr. (Neubert;Stapleton) Unanimously approved.

Motion to authorize the Director to engage Ivy Consulting for phase 1 & 2 of their fundraising proposals at a cost not to exceed \$6,200.00. (Grossman; Neubert) Unanimously approved.

Motion to extend the deadline for the Trustee application to November 28, 2014. (Martin;Stapleton) Unanimously approved.

Motion to accept the resignation of part-time Library Aide Susan Blake. (Prechtl-Loper;Neubert) Unanimously approved.

Motion to change the status of part-time Circulation Clerk Lisa Connolly to full-time status. (Martin;Prechtl-Loper) Unanimously approved.

## **XI. Adjournment**

The meeting adjourned at 10:53 PM. (Martin;Stapleton) Unanimously approved.

Respectfully submitted,

Tracy Stapleton,  
Secretary