

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
of the
PORT JEFFERSON FREE LIBRARY
January Board Meeting held on February 9, 2015 7:00 PM
100 Thompson Street
Port Jefferson, NY 11777

Present

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

II. Approval of the Agenda

Motion to accept the Meeting's agenda.(Neubert;Prechtl-Loper)
Unanimously approved.

III. A. Comments from the Public

None present

III. B. Comments from the Board

J. Grossman commented on recent observations of two local teens that have been seen through-out Thompson Street and the Library hanging out and smoking. There was a discussion on outdoor surveillance cameras and possible solutions. Trustee C. Neubert spoke of a Village monitoring system. C. Neubert and R. Goykin will pursue surveillance options and report back within 2 weeks at the next Board Meeting.

IV. Approval of Minutes

Motion to approve the Minutes for the December 15, 2014 Library Board Meeting.(Prechtl-Loper;Ballou)
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 January meeting were reviewed.
 - 1. Motion to accept the December 5, 2014 (\$17,320.50) November 19, 2014 (\$45,6269.52) FAO Warrants. (Grossman;Neubert) Unanimously approved.
 - 2. Motion to accept the December 5, 2014 (\$49,418.76) November 19, 2014 (\$49,008.34) Payroll Warrants. (Ballou;Prechtl-Loper) Unanimously approved.
 - 3. Motion to accept the January 26, 2015 (\$60,008.18) Warrant. (Grossman;Neubert) Unanimously approved.

VI. Unfinished Business

A. Policy Committee

Policy committee L. Ballou and C. Neubert gave a brief report of the recently written *Performance Evaluation of the Library Director* policy. There was a brief discussion on modifications to the policy. An updated draft of the policy will be reviewed at the February Board Meeting.

VII. Library Reports

A. 2015-16 Library Operating Budget

The overview and spreadsheet of the 2015-16 Library Operating Budget were distributed during the meeting. Both were briefly reviewed and discussed. Board is leaning toward the 1.6% budget scenario. Board will digest this information and vote on the final Budget at the February Board Meeting.

D. Director/Personnel Report

The Director spoke about the need to fill a Youth Services position. He also spoke about the use of unpaid interns.

VIII. Correspondence and Communications

IX. Comments from the Public

None present.

At 7:51 PM, there was a motion to move the meeting into executive session to discuss Personnel issues. (Neubert;Prechtl-Loper) Unanimously approved.

There was a motion to move the meeting out of Executive Session at 9:35 PM. (Grossman;Neubert) Unanimously approved.

Motion to approve the use of unpaid interns, subject to the requirements and contract with the intern's college. (Prechtl-Loper;Ballou) Unanimously approved.

Motion to appoint Anthony Bliss to full-time Librarian, Step 1 effective February 23, 2015. (Grossman;Ballou) Unanimously approved.

Motion to authorize the Director to fill the part-time Librarian position created by the appointment of Anthony Bliss to full-time. (Prechtl-Loper;Ballou) Unanimously approved.

X. Adjournment

The meeting adjourned at 9:44 PM. (Martin;Stapleton) Unanimously approved.

Respectfully submitted,

Laura Hill-Timpanaro,
President

Recorded by Valerie Schwarz