

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
of the
PORT JEFFERSON FREE LIBRARY
held on March 23, 2015 7:00 PM
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 PrechtI-Loper	Trustee
Robert Goykin	Director
Patricia Harsch	Business Manager
Valerie Schwarz	Secretary to the Board

I. Call to Order

L. Timpanaro called the meeting to order at 7:00 PM.

II. Approval of the Agenda

MOTION to accept the Meeting's agenda as presented. (Grossman;Stapleton)
Unanimously approved.

III. A. Comments from the Public

None.

III. B. Comments from the Board

Trustee J. Grossman questioned if the Library had a policy for closing the Library for snow. Library Director commented that the Library does not close when the local school districts closes. He checks with 3 different weather sources to see the latest weather forecasts. If the Village or Town call a "state of emergency" the library is mandated to close. Also noted that due to contractual agreements he cannot ask the local employees to open the library during storm closings.

IV. Approval of Minutes

MOTION to approve the Minutes for the Board of Trustee Meeting held on February 23, 2015. (Martin;Stapleton)
Motion Unanimously approved.

V. Financial Reports

- A. Business Manager's Report to Treasurer-given by P. Harsch.
- B. Comparative Statements of Expenses & Revenue for the month's ending were reviewed.
- C. Expenses at a glance for the March meeting were reviewed.
 1. MOTION to accept the February 13, 2015 (\$11,687.45) February 27, 2015 (\$53,105.64) January 30, 2015 FAO Warrants. (Martin;Stapleton) Unanimously approved.
 2. MOTION to accept the February 13, 2015 (\$49,057.54) February 27, 2015 (\$49,891.74) Payroll Warrants. (Martin;Stapleton) Unanimously approved.
 3. MOTION to accept the March 23, 2015 (\$62,092.28) Capital Warrant. (Grossman;Stapleton) Unanimously approved.
 4. MOTION to accept the March 23, 2015 (\$464.00) Warrant. (Grossman;Stapleton) Unanimously approved.

VI. Unfinished Business

A. Security Cameras

R. Goykin gave a brief report explaining he has received to date 3 different proposals on security cameras. The first proposal consists of a four camera system. The second proposal is a small system using our existing cameras and adding an additional camera on our front door. The last proposal is a replacement of our box with an IP box that works everything we have and is also IP acceptable. It uses our existing wiring and adds 2 additional cameras. The Director will do additional investigating and details will be finalized at next meeting. Agreed that the Security cameras need to be in place by summer at the latest.

B. Policy Committee

MOTION to adopt the *Performance Evaluation of the Library Director* policy as amended. (Grossman;Precht-Loper) Unanimously approved. L. Ballou noted that the new policy's parameters begin in April.

C. Planning

L. Rosner attended the meeting. The details of the planning were discussed in Executive Session.

T. Stapleton mentioned that she feels that comments from the public should be on the Agenda before the board goes into executive session.

At 7:30 PM there was a MOTION to move the meeting into Executive Session to discuss the proposed acquisition of property. (Grossman;Precht-Loper) Unanimously approved.

At 9:00 PM there was a MOTION to resume the regular board meeting. (Stapleton;Martin) Unanimously approved.

VII. Library Reports

A. Director/ Personnel

Director mentioned that the elevator is currently not working and original manufacturer's parts have been ordered.

MOTION to appoint Juan Nieto as unclassified part-time Security Guard beginning March 23, 2015. (Martin;Stapleton) Unanimously approved.

B. Discussion of part time vacant Librarian position.

Reviewed and discussed.

VIII New Business

A. C. Neubert asked if the Library would still be interested in a Fire department drill? It will be put on the April Agenda.

IX. Correspondence and Communications

X. Comments from the Public

None present.

XI. Adjournment

The meeting adjourned at 9:14 PM. (Martin;Stapleton) Unanimously approved.

Respectfully submitted,

Tracy Stapleton,
Secretary

Recorded by Valerie Schwarz

