

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
of the
PORT JEFFERSON FREE LIBRARY
held July 27, 2015
100 Thompson Street
Port Jefferson, NY 11777

Present

Laura Hill Timpanaro	President
John Grossman	Vice President
Tracy Stapleton	Secretary
Susan Prechtl-Loper	Trustee
Lisa Ballou	Trustee
Christian Neubert	Trustee
Patricia Harsch	Business Manager
Thomas Donlon	Interim Co-Director
Valerie Schwarz	Interim Co-Director

I. Call to Order

L. Timpanaro called the meeting to order at 7:10 PM

II. Approval of the Agenda

MOTION to approve the revised agenda. (Stapleton;Grossman) Unanimously approved.

III. Comments from the Public

M. McCuen introduced herself and stated that she was glad that the Library was able to purchase the 205 E. Main Street property. She was curious to see if the Library had any plans for it yet.

I. Comments from the Board

L. Timpanaro generally stated that when the process begins, information regarding the property will be posted.

Website update: N. Greenhalgh gave a brief overview of the preliminary draft of the Library's website.

IV. Approval of the Minutes

MOTION to approve the regular Minutes and the Executive Session Minutes (as amended) for the Board Meeting held on June 22, 2015. (Grossman;Ballou) (Unanimously approved).

MOTION to approve the regular Minutes and the Executive Session Minutes for the Special Meeting held on June 29, 2015. (Grossman;Stapleton) (1-abs. S. Prechtl-Loper) Motion passed.

V. Financial Reports

A. Business Manager's Report to the 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 meeting were reviewed.

1. MOTION to accept the June 5, (\$5,546.41) June 19 (\$44,913.19) FAO Warrants. (Grossman;Ballou) Unanimously approved.
2. MOTION to accept the June 5, (\$49,002.55) June 19 (\$45,979.84) Payroll Warrants.(Stapleton;Ballou) Unanimously approved.
3. MOTION to accept the June 30, 2015 Health Rebates for 2014-15. (\$23,000.06). (Prechtl-Loper;Ballou) Unanimously approved.
4. MOTION to accept the June 30, 2015 Vacation Buy Back Warrant. (\$39,733.27) (Prechtl-Loper;Ballou) Unanimously approved.
5. MOTION to accept the July 27 Warrant. (\$62,545.18) (Grossman;Ballou) Unanimously approved.
6. MOTION to accept the July 27 Capital Warrant. (\$4644.13) (Ballou;Prechtl-Loper) Unanimously approved.

There was a discussion on hiring personnel for approved slots to maintain the current and future budget.

VI. Director's Report

T. Donlon reported that:

- Teen Librarian James Richeson handed in his resignation to take on a full-time position in Huntington Library and we need to replace his quarter time position.
- The Library also needs to fill an already approved Reference Librarian position with a seasoned veteran librarian at Step 3.
- The NYLA Conference is coming up.
- The Children's room HVAC unit is on its way out. We can either replace the entire unit at a cost of \$25,000 or replace the coil for \$11,000. Replacing the coil only gets you a few additional years on the unit.
- We have filed our compliance on the new tax freeze/tax cap by the July 21 deadline.

- Brian Mori and his crew has been doing a great job securing the new property. To date, the security cameras have all been installed.
- We have needed Theresa's Cleaning services over the past two weeks.
- We hired DBA Construction to repair and clean our bluestone walkway. They should begin work within the next two weeks.

After T. Donlon's report a brief demonstration of SCLS new Library Marketing campaign was demonstrated.

B. Personnel

MOTION to accept James Richeson's resignation and to fill the vacated quarter time position at Step 1-\$30.57 per hour. (Ballou;Prechtl-Loper) Unanimously approved.

MOTION to authorize Director to fill the approved half-time position at Step 3- \$33.68 per hour. (Prechtl-Loper;Ballou) Unanimously approved.

VII. Unfinished Business

Policy Committee Report

A brief oral report was given by L. Ballou. She stated that they are working on a Policy regarding Meetings. This policy has 12 sections. There was a discussion about posting the policies on basecamp so that all Trustees can have input. There will be another Policy Committee meeting in August.

VIII. New Business

Financial Officer

L. Timpanaro nominated S. Prechtl-Loper for the office of Financial Officer. The Board unanimously voted 5-0 in favor of S. Prechtl Loper as Board Financial Officer.

MOTION to authorize the Director to contract with Thermal Solutions to replace the condenser coil if necessary on the HVAC unit for the Children's Library not to exceed \$11,500. (Grossman;Ballou) Unanimously approved.

IX. Correspondence and Communications

Lions donation Letters

X. Comments from the Public

None present.

Executive Session

At 8:38 PM a MOTION to move the meeting into Executive Session to discuss personnel matters was made. (Grossman;Ballou) Unanimously approved.

Reconvene to Public Session

MOTION to move the meeting into Regular Session was made at 9:52PM. (Grossman;Ballou) Unanimously approved.

MOTION to enter into contract with L. Rosner at a rate of \$2,000 per month beginning August 1, 2015. (Gossman;Ballou) Unanimously approved.

X. Adjournment

MOTION to adjourn the meeting at 9:54 PM (Grossman;Stapleton) Unanimously approved.

Respectfully submitted,

Tracy Stapleton
Secretary, Board of Trustees