

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES**  
**of the**  
**PORT JEFFERSON FREE LIBRARY**  
**held September 28, 2015**  
100 Thompson Street  
Port Jefferson, NY 11777

**Present**

Laura Hill Timpanaro	President
John Grossman	Vice President
Tracy Stapleton	Secretary
Susan Prechtel-Loper	Financial Officer
Lisa Ballou	Trustee
Christian Neubert	Trustee
Patricia Harsch	Business Manager
Thomas Donlon	Interim Director (absent with excuse)
Valerie Schwarz	Interim Assistant Director

**I. Call to Order**

L. Timpanaro called the meeting to order at 7:11 PM.

**II. Approval of the Agenda**

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

**III. Comments from the Public**

Patron and Library Friend S. Swenk read a letter which stated that she has previously offered her services for the planning of the Library and new property acquisitions. She was happy to see the library has called for a professional architectural team and looks forward to public meetings regarding the properties. She commented that the 205 E. Main Street property is not maintained and looks neglected. She states the backyard is overgrown and suggested that the library should utilize the services of Jeff Kito. Patron V. Krauss from the Quilting Club made a suggestion that the library should have a coffee bar that patrons can utilize.

**I. Comments from the Board**

President L. Timpanaro stated that she has received S. Swenk's letter and at this time the board will not comment. The board is moving ahead with plans for the properties and they welcome ideas moving forward. President L. Timpanaro announced that she received a letter from SCLS regarding an SCLS Trustee position opening. The letter will be posted on basecamp.

Children's Manager K. Zettwoch gave a report on the new Tween area of the library and the upcoming Children's room refresh. She handed out a report with sample photos of the furniture she would like to purchase, staying within budget while keeping a cohesive look to the entire room. She also spoke about the successful collaboration between the library and the Comsewogue Library at the recent open school nights.

**IV. Approval of the Minutes**

MOTION to approve the Minutes for the Board Meeting held on August 24, 2015. (Ballou;Prechtel-Loper) Motion approved. (2 abstentions-L. Timpanaro, J.Grossman)

**V. Financial Reports**

A. Business Manager's Report to the Treasurer given by P. Harsch.

- The auditor has completed his work on the audit. Due to Federal and State auditing changes, he is not sure when he will be delivering his report.
- Upon the auditor's recommendation, the board unanimously decided that paychecks will be distributed on Friday mornings.
- To date the bank accounts at HSBC remain open until the board signs letters requesting that the HSBC accounts be closed.
- The business office will be attending a 2016 payroll law workshop.
- P. Harsch discussed the Board retaining a Labor Relations Firm for new procedures and laws.
- The Board also discussed solutions for backing up the Library servers.

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 August 14, (\$9,651.24) August 28 (\$55,445.78) FAO Warrants. (Grossman;Stapleton) Unanimously approved.
2. MOTION to accept the August 14, (\$51,907.03) August 28 (\$49,710.39) Payroll Warrants. (Ballou;Prechtel-Loper) Unanimously approved.
3. MOTION to accept the September 28, 2015 Warrant (\$62,244.58). (Grossman;Stapleton) Unanimously approved.
4. MOTION to accept the September 28, 2015 Capital Warrant (\$2,850.00) (Grossman;Stapleton) Unanimously approved.

## **VI. Director's Report**

*V. Schwarz reported that:*

- The Board needs to vote on hiring a replacement and a substitute custodian.
- The 2016 tentative board meeting calendar and the Trustee election calendar, found in your packet, are informational only.
- The Board needs to vote on the reorganization chart for public records.
- The Library won their division title in the Second Annual Dragon Boat races.

## **B. Personnel**

MOTION to change the status of custodian Aaron Lipsky from substitute to part-time, Step 1-\$17.45 per hour effective immediately.(Grossman;Stapleton) Unanimously approved.

MOTION to approve the Director to hire a Substitute Custodian, Step 1-\$17.45 per hour.(Ballou;Grossman) Unanimously approved.

## **VII. Unfinished Business**

### **A. Planning**

L. Timpanaro announced that the RFP proposals have been received. The best choices will be brought to the November meeting.

## **VIII. New Business**

### **A. Policies**

Both the Parliamentary Authority Policy and the Public Participation Policy were reviewed and discussed in preparation for adoption at the November meeting.

### **B. Tentative Board Meeting Calendar 2016**

Tentative dates for the 2016 Board Meeting set. Please review and alert Administration of any problems with dates.

### **C. Trustee Election Calendar**

Timeline for the Trustee Election has been set.

### **D. Reorganization Chart**

MOTION to accept the Reorganization Chart as presented. (Prechtl-Loper;Grossman) Unanimously approved.

## **IX. Correspondence and Communications**

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

None present at this time.

Formal Congratulations along with a gift were given to Trustee, C. Neubert for his recent wedding.

## **X. Adjournment**

MOTION to adjourn the meeting at 8:40 PM. (Grossman;Ballou). Unanimously approved.

Respectfully submitted,

Tracy Stapleton  
Secretary, Board of Trustees