

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES**  
of the  
**PORT JEFFERSON FREE LIBRARY**  
held April 25, 2011  
100 Thompson Street  
Port Jefferson, NY 11777

**Present**

Audrey Dombroski	President
Lisa Acampora	Vice President
John Cona	Financial Officer
Margaret Cohee	Secretary
Adam DeWitt	Trustee
Tracy Stapleton	Trustee
Laura Hill Timpanaro	Trustee
Robert Goykin	Director
Valerie Schwarz	Secretary to the Board
Patricia Wojcik	Business Manager

**I. Call to Order**

The meeting was called to order at 7:06 PM by L. Acampora.

**II. Approval of the Agenda**

Adam DeWitt confirmed that he would be giving a Trustee report on the Bylaws committee. The following change was made to the evening's agenda.

(under) VII B. Trustee Reports

b. Bylaws-Adam DeWitt (Maybe) (*changed to*)

b. Bylaws-Adam DeWitt (yes).

Motion to accept the amended meeting agenda (Cohee;Timpanaro) unanimously approved.

**II. A. Comments from the Public**

None.

**B. Comments from the Board**

None.

**III. Approval of Minutes**

Amended Minutes of the meeting held March 21, 2011 were approved. (Cohee; Stapleton) (1 abstention - J. Cona)  
Motion passed.

**IV. Friends Reports**

Along with the Port Jefferson Schools and Village, the Friends are collecting #5 bottle caps for a special recycling program called "Caps off to Port Jefferson." The String Band concert was a success with 30 visitors attending. The Friends were stationed at the Library table promoting library services at the annual *Health and Wellness Expo* at the Village Center. During the month of May the book store will be holding a spring cleaning sale. The next meeting of the Friends will be held on May 18.

**V. Financial Reports**

A. Business Manager's Report to Treasurer reviewed and discussed.

B. Comparative Statements of Expenses & Revenue for the month ending March 2011 reviewed and discussed.

C. Expenses at a Glance, for April Meeting reviewed and discussed.

D. March 4 FAO Warrant (DeWitt,Cohee) unanimously approved.

March 18 FAO Warrant (Timpanaro, DeWitt) unanimously approved.

March 4 & 18 Payroll Warrants (Cona, Timpanaro) unanimously approved.

March 18 Retro Pay Warrant (Cohee, Stapleton) unanimously approved.

April 25 Warrant (Stapleton, Cohee) unanimously approved.

**VI. Library Reports**

**A. Director's Report**

**Personnel**

Morgan Brett has been hired as a quarter time Library Aide to replace Joanne Gioffre. The Director stated that Management and the Staff Association are reviewing what he hopes is the final draft of the Collective Bargaining Agreement.

The Director also thanked staff, friends and trustees who worked hard to pass the Library budget 125-20. R.Goykin stated that repairs were undertaken to fix the winter damage and there is still a leak in the outermost vestibule. This leak is currently being investigated. Also of note, the Bylaws and Policy Committee met and began with reviewing the Bylaws. He has looked through some old files and found one more possible Bylaw that is dated 1989. The Miller Place School District has indicated to SCLS Director K.Verbesey that they will be seriously investigating merging with Comsewogue in the near future. R. Goykin recently attended a meeting with the Mayor along with A. Dombroski and T. Stapleton where deeply discounted parking was discussed for employees and contract district residents who sign up for the Summer Reading Programs. It was recently announced by Amazon that the Kindle will soon be able to check eBooks out from a digital library. For your information the lease at 150 East Main Street expires on September 30, 2011 and 90 days notice is needed to extend the lease.

## **B. Trustee Report**

### **A. Library Advocacy**

Trustee L.Timpanaro gave a report on Library Advocacy. Many ideas were discussed regarding public relations of the library. Noted that a Library committee was formed. Decided that Library Advocacy will be an ongoing report to coincide with the library Board Calendar enclosed in packet.

### **B. Bylaws Committee**

A brief report was given by Trustee A. DeWitt who stated the Bylaws committee has met once and they reviewed the "Member Bylaws." A draft of this policy was distributed and reviewed. The board reviewed and Discussed the draft Bylaws. These Bylaws will be revisited at the next meeting. A question about the wording of treasurer/financial officer in the draft Bylaws prompted a discussion on replacing the Library Treasurer position which was vacated last year by S. Mebus.

Motion to accept the resignation of quarter time library aide Joanne Gioffre and appoint Morgan Brett as a quarter time library aide placed on Step one at \$12.72 per hour along with rehiring Joanne Gioffre as a substitute library aide placed on Step one at \$12.72 per hour. Motion to accept the Personnel changes as presented. (Timpanaro;Stapleton) unanimously approved.

## **VII. Unfinished Business**

### **A. Sandpebble Builders Facility Review of 114 Thompson Street**

A brief report was given by Bob Viola of Sandpebble Builders Inc. regarding the 114 Thompson Street property. Reviewed and discussed Sandpebble's current status as to the demolition project of 114 Thompson Street. More information on a plan of what the property will ultimately become is going to impact the next phase of progress. Decided that the board will discuss ideas for the property.

### **B. Sandpebble Builders Facility Review of Port Jefferson Free Library**

The Port Jefferson Free Library's building condition review report was distributed by Bob Viola of Sandpebble Builders Inc. This comprehensive facility booklet was distributed to all board members. It was reviewed by Bob Viola.

### **C. Board Calendar**

The Library Calendar was distributed in packet. Briefly discussed the Library calendar during the Library Advocacy report. Decided the Calendar would be the guide for the future board meetings.

## **VIII. New Business**

### **A. 150 East Main Street Lease**

Discussed briefly the 150 East Main Street lease. More discussion to follow during Executive session.

### **B. Discussion of Contract Districts**

Discussed briefly the contract districts. More discussion to follow during Executive session.

## **IX. Correspondence and Communications**

A. K. Verbesey email letter (contract district)

B. Blumberg Letter and response

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

Staff member A. Ferrari asked some questions regarding the Miller Place contract districts. He also asked if the Staff Association could get a copy of Sandpebble's building condition review report. Decided that L. Timpanaro, A. Dombroski and R. Goykin would meet with Comeswogue Library Director.

At 10:40 PM there was a motion to move the meeting into Executive Session to discuss the lease and contract districts. (Dombroski; Timpanaro) unanimously approved.

Motion to move the meeting out of Executive Session at 11:36 PM (Cohee;Acampora) unanimously approved.

**XII. Adjournment**

On a Motion the meeting adjourned at 11:38 PM. (Cohee;Cona) unanimously approved.

Respectfully submitted,

Margaret Cohee,  
Secretary