

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
of the
PORT JEFFERSON FREE LIBRARY
held December 19, 2011
100 Thompson Street
Port Jefferson, NY 11777

Present

Audrey Dombroski	President
Lisa Acampora	Vice President
Laura Hill Timpanaro	Financial Officer
Margaret Cohee	Secretary
Adam DeWitt	Trustee
Tracy Stapleton	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 7:10 PM by A. Dombroski.

II. Approval of the Agenda

President, A. Dombroski would like to add "Term of Trustee" to the Agenda under "New Business" as item IX.A. Motion to accept the December 19 meeting agenda as amended. (Acampora; DeWitt) unanimously approved.

III. A. Comments from the Public

Staff member E. Casamassa thanked the Board for the Port Jefferson Library shirt.

B. Comments from the Board

None.

IV. Approval of Minutes

Minutes of the meeting held November 21, 2011 (Cohee; Stapleton) unanimously approved.

V. Friends Reports

Friends President Linda Gavin on behalf of the Friends wished the Board a Happy Holiday Season. She apologized for the oversight that the Board was not invited to the holiday luncheon and stated that she will be sure to send out invitations to the Board in the future. Also reported that on February 24 local musicians will be returning for another Coffee House Concert where you can enjoy a free concert and coffee. A fund-raising afternoon tea will be held on March 15 where the funds will be used for the Living Heritage project.

VI. Financial Reports

Of note this month a check from for approximately \$3,000 was received from our insurance agency for hurricane Irene's damages.

Our retirement payment came in \$20,000 under what we had anticipated.

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

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

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

D. November 11, 25 FAO Warrants
November 11, 25 Payroll Warrants
December 19 Warrant

Motion to approve the all Financial Warrants (Timpanaro; Stapleton) unanimously approved.

Motion to approve all the payroll Warrants as presented (Acampora; DeWitt) unanimously approved.

VII. Library Reports

A. Director's Report

Personnel

- There were no personnel changes to report this month.

Director States:

- An article from Dec. 12th issue of Newsday regarding Long Island Library pension costs is enclosed in packet. Also, copies of LIPA/National Grid articles are enclosed to give more information on the current situation.
- Reminder that the SCLS budget will be voted on this evening.

Living Heritage Research Center:

Living Heritage Research Center presentation will be tabled to next month.

Trustee P. Cohee requested that some information/statistics regarding patron participation be given before the formal presentation next month.

B. Trustee Reports

a. Library Advocacy

No report for the month of December.

b. Planning Committee

No report for the month of December.

VII. Unfinished Business

A. SCLS Budget

Motion to approve the Proposed 2012 Budget of the Suffolk Cooperative Library System dated November 2, 2011 and approved by the SCLS Board of Trustees November 7, 2011. (Cohee; Timpanaro) unanimously approved.

IX. New Business

A. Trustee Officer Nominations

Reviewed and discussed the various positions of the Board. The 2012 Slate of officers are:

President-A. Dombroski

Vice President-A. DeWitt

Financial Officer-L. Timpanaro

Secretary-P. Cohee

Motion to accept the slate of officers as presented. (Stapleton; Timpanaro) unanimously approved.

B. Annual Meeting attendance

Reviewed and discussed attendance of the Board to open and close the Annual Meeting.

Opening the Meeting will be: A. Dombroski, L. Timpanaro and L. Acampora.

Closing the Meeting will be: P. Cohee, A. DeWitt and T. Stapleton.

C. Meet the Candidates Attendance

Reviewed and discussed board attendance at the January 9th Meet the Candidate meeting. A. Dombroski, A. DeWitt, P. Cohee and T. Stapleton will be attending.

D. Term of Trustee

Reviewed and discussed the 5 year term of a Library Trustee and perhaps changing the term to 3 years. President A. Dombroski will call J. Nichols for additional information regarding this issue.

X. Correspondence and Communications

A. K. Seaman (Tax cap letter)

B. Lisa Fiske Letter

C. Betty Waisanen Letter

XI. Comments from the Public

None

At 8:26 PM there was a motion to move the meeting into Executive Session to discuss the CBA (Cohee; Stapleton) unanimously approved. Legal council K. Seaman in attendance for this session.

Motion to move the meeting out of Executive Session at 10:26 PM (Cohee; Stapleton) unanimously approved.

At this time President, A. Dombroski read a Thank-you card from Linda Gavin.

XII. Adjournment

On a Motion the meeting adjourned at 10:28 PM. (DeWitt; Timpanaro) unanimously approved.

Respectfully submitted,

Margaret Cohee,
Secretary

Recorded by Valerie Schwarz