

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES**  
of the  
**PORT JEFFERSON FREE LIBRARY**  
held February 28, 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 7:35 PM by Audrey Dombroski.

A. Dombroski began with a formal statement welcoming the three new trustees; Adam DeWitt, Tracy Stapleton and Laura Hill Timpanaro. She hopes they enjoy working together as a Board.

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

None.

**B. Comments from the Board**

None.

**III. Approval of Minutes**

Minutes of the meeting held January 24, 2011 were unanimously approved. (Cohee; Cona) Motion Passed.  
Minutes of the Special meeting held February 17, 2011 were approved. (Cohee; Cona) (Dombroski-yes)  
(Acampora-abstention due to previous meeting's absence) Motion Passed

**IV. Friends Reports**

The Friends have taken ads in the 2011 P.J. Prom Committee journal and the 2011 P.J. Historical Society's *Arts and Antiques journal*. The Adult Reading Room China jar planters have arrived. The Friends have provided craft supplies for the Winter fest Craft on Feb. 12. L. Gavin also reminded everyone to update their membership. The Friends will be hosting a family concert in April.

**V. Financial Reports**

- A. Business Manager's Report to Treasurer reviewed and discussed.
- B. Comparative Statements of Expenses & Revenue for the month ending January reviewed and discussed.
- C. Expenses at a Glance, for February Meeting reviewed and discussed.
- D. January 7 FAO Warrant (Cona, Acampora) unanimously approved.  
January 21 FAO Warrant (Cona, Cohee) unanimously approved.  
January 24 FAO Warrant (Cona, Acampora) unanimously approved.  
January 7 Payroll Warrant (Cona, Cohee) unanimously approved.  
January 21 Payroll Warrant (Cona, Cohee) unanimously approved.  
February 28 Warrant (Cohee, Cona) unanimously approved.  
February 28 Capital Warrant (Acampora, Timpanaro) unanimously approved.

**VI. Library Reports**

**A. Director's Report**

Mr. Goykin welcomed the three new trustees and looks forward to working with everyone. He stated to the board members to not react too quickly and not act on rumors, hearsay or fears of things that have not even happened. He once again

thanked the Department heads for their help with ways to save money for this year's library budget. He also reported that the winter has taken its toll on the library building and some repairs will need to be done to the roof and gutters. He also mentioned that we had the best walkways in town considering all the accumulated snow from the various snow storms. He thanked Bob Johnson and his crew for their hard work. Mr. Goykin spoke about perhaps having to use voting scanning machine and special printed paper ballots for the upcoming Budget Vote. Mr. Goykin has been following the LIPA power plant issue for one year now and it has gone from "nothing can be done" to "hopes of re-powering the plant." He also spoke about the two contract districts in particularly Miller Place who thought about not placing the library proposal on their ballot this year. He will have more information on this for next month's report.

## **B. Trustee Report**

None

## **VII. Unfinished Business**

### **A. 2011-2012 Library Operating Budget Adoption**

*Motion that the sum of \$ 2,783,755 be approved for the general use and maintenance of the Port Jefferson Free Library during the fiscal year July 1, 2011-June 30, 2012, which said sum shall be raised by the taxation on the taxable property in Union Free School District #6, and that the Board of Education of said district be authorized and directed to collect said sum as provided by section 416 of the education law.*

(Cohee, Timpanaro)

(Yes: Acampora, DeWitt, Dombroski) (No: Cona, Stapleton) Motion Passed.

### **B. CBA**

Motion that the attached Supplemental Memorandum of Agreement is ratified and President Dombroski is authorized to execute said Supplemental MOA this 28th day of February 2011. (DeWitt, Acampora) (yes: Cohee, Dombroski, Stapleton, Timpanaro) (Abstention: Cona) Motion Passed.

## **VIII. New Business**

### **A. Director's Evaluation**

The Director Evaluation form was provided in packet. The Director Evaluation will be addressed during executive session.

### **B. Board Meeting Start Time**

P. Cohee proposed a 7:00 PM start time for the regularly scheduled monthly board meetings rather than 7:30 PM. Board reviewed and discussed this matter and decided to change the start time of the monthly board meetings to 7:00 PM.

### **C. Trustee Email Correspondence**

After Discussion, it was decided that Approval of the Agenda will be added to the beginning of the Board Meeting Agendas. The board also discussed how to handle board email correspondence and established the following guidelines.

1. If it is an item you would like to see added to the next Agenda please email the board President. She/he will make the determination.
2. If it is information/data you need, please email the Director.  
If the Director feels it is too much data to gather or too encompassing, the Director will communicate this to the Board President. The Board President will communicate back to the Trustee a plan or time line for the query.

### **D. Board Procedure Improvements**

#### **a. How to bring up topics and ensure every trustee's concerns are addressed.**

#### **b. Procedure for trustees who want information**

The Board discussed ideas of improvement. Some of the ideas discussed were:

If a Trustee has a concern, then collectively ask the board at a meeting for information-not just one board member. This way all of the Trustees can weigh in on the subject and perhaps write a policy.

### **E. Trustee Subcommittee**

#### **a. Create time-line for policies /procedures/bylaws**

Board attempted to put together a bylaws committee. A. DeWitt and P. Cohee volunteered. Hoping that another Trustee can join this subcommittee it is tabled for the next meeting.

### **D. 114 Thompson Street**

After discussing the 114 Thompson Street property and bringing the three new board members up to speed, the board would like the house taken down this month.

## **E. LIPA Petitions**

Motion to make a special exemption to deploy the LIPA task force petitions at the Library (Cohee, Timpanaro) unanimously approved.

## **IX. Correspondence and Communications**

A. Honorable Steven Englebright

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

A. Ferrari made a statement on behalf of the Library Association thanking the Board for the contract signing and wishing to put this all behind them and sit down and meet face to face together like friends to move the library forward. Board President A. Dombroski agreed and thanked him.

Motion to move the meeting into Executive Session at 10:30 PM to discuss the Director's Evaluation. (Cohee; Timpanaro) unanimously approved.

Motion to move the meeting out of Executive Session at 11:40. (Cona; Stapleton) unanimously approved.

Motion to approve a 3.5% increase to the Director's current salary effective this 28 day of February 2011. (Cona, Dombroski) unanimously approved.

Motion to approve a 3.5% increase to Valerie Schwarz and Patricia Wojcik's current salary effective this 28th day of February 2011. (Stapleton, Timpanaro) unanimously approved.

## **XII. Adjournment**

On a Motion the meeting adjourned at 11:45 PM. (DeWitt, Stapleton) unanimously approved.

Respectfully submitted,

Margaret Cohee,  
Secretary