

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
of the
PORT JEFFERSON FREE LIBRARY
held March 21, 2011
100 Thompson Street
Port Jefferson, NY 11777

Present

Audrey Dombroski	President
Lisa Acampora	Vice President
John Cona	Financial Officer (absent with excuse)
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 7:37 PM following the Library Budget Hearing.

II. Approval of the Agenda

Added to the Agenda under new business was "Meeting with Mayor."
Motion to accept the amended meeting agenda (Cohee;Timpanaro) Motion passed.

II. A. Comments from the Public

None.

B. Comments from the Board

Board President A. Dombroski announced that Vice President L. Acampora has agreed to join the Bylaws committee along with A. DeWitt and P. Cohee.

III. Approval of Minutes

Minutes of the meeting held February 28, 2011 were unanimously approved. (DeWitt; Acampora) Motion passed.

IV. Friends Reports

The Friends have purchased a Kinect System X box 370 for the Teen Dept. They will also be hosting the String Band on April 10th at 2:00 PM. SCLS will be hosting "Authors Unlimited during April at St. Joseph's College in Patchogue. During this program the Friends will be sharing the expense of renting a photo booth so the teens can have pictures taken with their favorite author. Plans are underway for a photo contest sponsored by the Friends. Their next meeting will be Wednesday, March 30.

V. Financial Reports

- A. Business Manager's Report to Treasurer reviewed and discussed.
- B. Comparative Statements of Expenses & Revenue for the month ending February reviewed and discussed.
- C. Expenses at a Glance, for March Meeting reviewed and discussed.
- D. FAO Warrants of February 4, 18 and the March 21 Warrant (Timpanaro, DeWitt) unanimously approved.
Payroll Warrants of February 4 & 18 (Acampora, Cohee) unanimously approved.

VI. Library Reports

A. Director's Report

Mr. Goykin stated that there were no changes this month to personnel. Currently K. Seaman is writing the revised CBA and that everyone has been paid to date. The 2011-12 budget brochure is currently in the mail and to please remind everyone to vote. The Library will still be using paper ballots for the budget vote as usual as per the advice of our attorney. Sandpebble builders are working with the village to meet the requirements to take down 114 Thompson Street. Clean-up and repairs to the building have begun outside after the long harsh winter. On March 14 the P.J. Fire department was called to the Library for smoke from a burning roll left in the microwave too long. K. Seaman is also working on the Conflict of Interest Policy. The Director feels this policy was not complete and he will bring the policy to the next meeting for review. The Long Island Library Conference is May 5 at the Crest Hollow County Club for those interested in attending. The Director stated that he

has met with Suffolk Executive Steve Levy for a LIPA fact finding meeting along with Laura Timpenaro. Also mentioned that this month's packet contains the Library State report and also a report on the Contract Districts. A new Library system that allows patrons to sign up online by inputting their address in order to use the Library's electronic databases for a trial month period was also discussed. The PJ Chamber of Commerce meeting will be held on March 22 at 8:00 AM in the Library's Meeting Room. The guest speaker will be Congressman Tim Bishop.

B. Trustee Report

A. Bylaws Committee

Motion to form a Policy sub-committee which includes L. Acampora, A. DeWitt and P. Cohee to discuss and evaluate policies and procedures and bring recommendations back to the Board.

VII. Unfinished Business

A. Board Meeting Calendar 2011

Reviewed and Discussed a compilation Calendar drafted by Laura Timpanaro and edited by A. Dombroski. It was decided that this Calendar would be merged with the Board Meeting Calendar and distributed at the next meeting.

VIII. New Business

A. Port Jefferson Free Library Annual Report for Public and Association Libraries-2010

Motion to accept the Port Jefferson Free Library Annual Report for Public and Association Libraries 2010 and Notes subject to revisions from the Suffolk Cooperative Library System. (Cohee, Timpenaro) motion passed.

B. Discussion of Contract Districts

Tabled for next month.

C. Discussion of Online Patron Registration

Reviewed and Discussed the Online Patron Registration. Motion to allow online patron registration for a trial period in order to gain a better understanding of the technology with the goal of developing a policy. (Cohee, DeWitt)

D. Meeting with Mayor

Reviewed and discussed the idea of the Director meeting with the mayor. Trustees felt this would be a good idea and A. Dombroski and T. Stapleton volunteered to assist.

IX. Correspondence and Communications

- A. Hansen-Crowley
- B. PJ Economic Development
- C. Riverhead Charter School

X. Comments from the Public

None

At this time the Director reminded all present at the meeting to remember to vote.

XII. Adjournment

On a Motion the meeting adjourned at 9:30 PM. (Cohee, Stapleton) unanimously approved.

Respectfully submitted,

Margaret Cohee,
Secretary

Recorded by Valerie Schwarz

