

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES**  
**of the**  
**PORT JEFFERSON FREE LIBRARY**  
**held February 27, 2012**  
100 Thompson Street  
Port Jefferson, NY 11777

**Present**

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

**I. Call to Order**

The meeting was called to order by A. Dombroski at 7:09 PM.

**II. Approval of the Agenda**

Motion to accept the meeting's agenda (Cohee, DeWitt) Motion passed.

**III. A. Comments from the Public**

Patron A. Lustig had two suggestions for the Board of Trustees prior to them formally adopting the Budget. He stated that he attends many community meetings and they seem to have the same concerns in common. He suggested we contact them and work together rather than reinvent the wheel. He also spoke about hiring professional grant writers who receive a percentage of the grant that they receive.

**B. Comments from the Board**

None.

**IV. Approval of Minutes**

Minutes of the meeting held January 23 were approved. (Timpanaro;Cohee)

**V. Friends Reports**

The Friends of the Library have once again donated to the SCLS Hospital Visit Program. The Friends have also contributed \$100.00 to help fund the cost of a photo booth at SCLS Authors Unlimited program for Young Adults. On Friday, February 24th the Friends hosted a Coffee House Concert which showcased local musicians. Proceeds from the various Friends raffles will go toward the Living Heritage project. On Thursday, March 15th from 2:00-4:00 PM the Friends will host an Afternoon Tea. The next meeting of the Friends will be in March.

President A. Dombroski submitted her Friend's membership and urged other Trustees to join the Friends of the Port Jefferson Free Library.

**VI. Financial Reports**

- A. Business Manager's Report to Treasurer reviewed and discussed.
- B. Comparative Statements of Expenses & Revenue for the month's ending were reviewed and discussed.
- C. Expenses at a Glance, for February Meeting reviewed and discussed.
  - 1. FAO Warrants of January 6, 20
  - 2. Payroll Warrants of January 6, 20
  - 3. Warrants: February 27 Warrant

Motion to approve the Financial warrants as presented (DeWitt; Stapleton) unanimously approved.

Motion to approve the payroll warrants as presented (DeWitt; Timpanaro) unanimously approved.

**VII. Library Reports**

**A. Director's Report**

Along with his written report:

- R. Goykin asked to attend the PLA2012 in Philadelphia, PA. from March 13-17 and asked if any other Board Members would like to attend.
- He announced that May 3 is the Long Island Library Conference and May 4 and 5 is the Annual Trustee Institute at the Long Island Marriot. All Board members were invited to attend.
- R. Goykin spoke about the Budget Planning work session and its success.

- R. Goykin asked if any Board members have stopped by the reference area to see the renovated Heritage area.
- The PJ Chandlery contacted the Library to have the library provide them with wireless internet service for the not-for-profits.
- The Village is applying for a grant for the Roe House and asked the Library to write a letter of support.
- R. Goykin thanked P. Wojcik for a great job helping prepare 2012-13 Library budget. He stated that she was able to help meet much of the criteria that the Board had asked for.

## **B. Trustee Report**

None

## **VIII. Unfinished Business**

### **A. Resolution**

WHEREAS, the adoption of the 2012 -2013 Fiscal Year budget for the Port Jefferson Free Library may require a tax levy increase that exceeds the tax cap imposed by state law as outlined in General Municipal Law Section 3-c adopted in 2011; and while it is not this Board's intention to exceed the newly enacted New York State Tax Cap, we are very concerned with the lack of timely guidance, cooperation, and information coming from the New York State agencies charged with enforcing this law. We feel it is necessary to enact this override resolution in order to protect our community's investment in their public library. This will make our community immune from any errors, omissions, or other difficulties arising from the enforcement of this new law.

WHEREAS, General Municipal Law Section 3-c expressly permits the library board to override the tax levy limit by a resolution approved by a vote of sixty percent of qualified board members; now therefore be it

RESOLVED, that the Board of Trustees of the Port Jefferson Free Library voted and approved to exceed the tax levy limit for the 2012 -2013 Fiscal Year by at least the sixty percent of the board of trustees as required by state law on January 23, 2012.

Motion to accept the resolution as presented. (DeWitt;Cohee) Unanimously approved.

At this point the Director logged on to the State's web site. Afterwards the Director discussed the 2012-13 Library Operating budget in more detail.

### **B. 2012-13 Library Operating Budget Discussion**

Motion that the sum of \$ 2,849,422 be approved for the general use and maintenance of the Port Jefferson Free Library during the fiscal year July 1, 2012-June 30, 2013, 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. (Timpanaro;Stapleton) Unanimously approved.

## **IX. New Business**

### **A. Computer Discard List**

Motion to accept the Computer Discard list as presented in packet. (DeWitt;Timpanaro) Unanimously approved.

### **B. Wireless**

Motion to approve extending the wireless service from Village Hall to provide Internet to the various local not-for-profits. (Stapleton;Grossman) Unanimously approved.

### **C. Building Maintenance**

Motion to approve the painting of the woodwork and the exterior trim of the Library Building not to exceed \$7000. (Cohee;Timpanaro) Unanimously approved.

### **D. Roe House**

Motion to approve a letter of support for the PJ Village Roe House Grant application. (Stapleton;Grossman) Unanimously approved.

### **E. PLA2012**

Motion to approve the costs of R. Goykin and L. Timpanaro to attend the PLA Convention in Philadelphia to include Program registration fees, accommodations and transportation. (Cohee;DeWitt) Unanimously approved.

## **X. Correspondence and Communications**

A. Support of Roe House Letter

B. Glenn V. Tinnie Letter

## **XI. Comments from the Public**

Motion to move the meeting into Executive session at 8:45 PM to discuss an incident that can become a legal matter. (Cohee, DeWitt) Unanimously approved.

Motion to resume the regular Board meeting at 9:28 PM. (Stapleton, Timpanaro) Unanimously approved.  
President A. Dombroski reminded the Board to arrive at 6:30 PM before the next meeting to attend the Budget Information Meeting.

**XIII. Adjournment**

On a Motion the meeting adjourned at 9:29 PM. (Cohee,Stapleton) Unanimously approved.

Respectfully submitted,

Margaret Cohee,  
Secretary