

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES**  
**of the**  
**PORT JEFFERSON FREE LIBRARY**  
**held April 22, 2013**  
100 Thompson Street  
Port Jefferson, NY 11777

**Present**

Laura Hill Timpanaro	President (absent with excuse)
John Grossman	Vice President
Tracy Stapleton	Financial Officer
Margaret Cohee	Secretary
Harriet Z. Martin	Trustee
Lisa M. Ballou	Trustee
Christian Neubert	Trustee
Robert Goykin	Director
Patricia Wojcik	Business Manager
Valerie Schwarz	Secretary to the Board

**I. Call to Order**

J. Grossman called the meeting to order at 7:00 PM.

**II. Approval of the Agenda**

Motion to approve the Agenda for the Meeting of April 22, 2013. (Martin;Cohee) Unanimously Approved.

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

Mount Sinai resident G. Fabian spoke of two issues regarding the library. As a taxpayer, he feels he should be able to vote for the budget and also to run as a trustee.

Patron Sylvia Kahn had questions regarding a programming contract. She left the file with the Director to investigate.

**B. Comments from the Board**

J. Grossman questioned the Board if they would like to begin the meetings earlier than 7:00 PM. He suggested they all give it some thought.

At this time newly hired Reference Manager, Thomas Donlon introduced himself and thanked the board for the opportunity.

**IV. Approval of Minutes**

Motion to approve the Special Budget Hearing Minutes of March 18, 2013, the Regular Board Meeting Minutes of March 18, 2013 and the Special Planning Session Minutes held April 2, 2013. (Stapleton; Neubert) Unanimously Approved.

**V. Financial Reports**

A. Business Manager's Report to Treasurer.

B. Comparative Statements of Expenses & Revenue for the month's ending were reviewed.

C. Expenses at a Glance for the April meeting were reviewed.

1. Financial warrants of March 1, 15 & 29, 2013; April 22, 2013 and payroll warrants of March 1, 15 & 29, 2013 were reviewed.

Motion to accept the financial warrants as presented.(Martin;Neubert) Unanimously approved.

**VI. Library Reports**

**A. Director's Report**

*Director reported the following items:*

- We welcomed Thomas Donlon the new Reference Manager.
- Next month we will have 2 presentations for retiring employees, Denise Guida and Phil Donato.
- I am seeking approval to hire back retiring clerk, Denise Guida as a 1/4 time entry level clerk. I would also like to hire part-time/call-in custodians to be utilized as needed. I would also like to eliminate a 1/4 time clerk position and create a 1/2 time clerk position to fill from within.
- Congratulations on passing the Library Budget 115 to 13.

- The Gallery Hallway has been completed. Please see the photo images in the hallway.
- The Library will be hosting the Chamber of Commerce meeting tomorrow morning.
- Librarian Monica Williams was able to secure a \$1000 grant from *Sisters in Crime* a national organization for female mystery writers.
- The Arcadia book has arrived. A reception will be held this Friday at 7:00 PM.
- We will be voting on a new contract from the Ivy Library.

## **B. Personnel**

Motion to accept the retirement of Custodian Phil Donato effective May 1, 2013.

Motion to accept the retirement of Technical Services Manager, Senior Clerk Denise Guida effective May 8, 2013.

Motion to approve the hire of Denise Guida as 1/4 time clerk at entry level clerk. step 1, \$16.98/hour.

Motion to authorize Director to hire part-time/call -in custodians not to exceed total of 35 hours per week.

Motion to eliminate 1/4 time clerk position.

Motion to create a 1/2 time clerk position and authorize the Director to fill from within.

Motion to accept the 6 personnel changes unanimously approved. (Neubert;Stapleton)

## **VII. Unfinished Business**

### **A. Petty Cash Policy**

Motion to approve the Petty Cash Policy as presented. (Neubert;Ballou) Unanimously approved.

### **B. Conflict of Interest Policy**

Motion to approve the Conflict of Interest Policy as presented. (Neubert, Stapleton) Unanimously approved.

## **VIII. New Business**

### **A. State Report**

Motion to Approve the Port Jefferson Free Library Annual Report for Public and Association Libraries 2012. (Cohee; Stapleton) Unanimously approved.

### **B. Revised Contract**

Director and Board compared contracts for the Ivy Library Group. It was decided that the Director would get additional clarifications between the two contracts.

### **C. Miller Place/Mt. Sinai**

Reviewed and discussed the Library's two contract districts and also library representation.

## **IX. Correspondence and Communications**

G. Fabian letter.

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

None present.

At 9:10 PM, there was a motion to move the meeting into executive session to discuss personnel issues. (Neubert;Stapleton) Unanimously approved.

There was a motion to move the meeting out of Executive Session at 9:36 PM. (Neubert;Stapleton) Unanimously approved.

## **XI. Adjournment**

The meeting adjourned at 9:37 PM. (Martin;Stapleton) Unanimously approved.

Respectfully submitted,

Margaret Cohee,  
Secretary, Board of Trustees