

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
of the
PORT JEFFERSON FREE LIBRARY
held August 24, 2015
100 Thompson Street
Port Jefferson, NY 11777

Present

Laura Hill Timpanaro	President (absent with excuse)
John Grossman	Vice President (absent with excuse)
Tracy Stapleton	Secretary
Susan Prechtl-Loper	Trustee
Lisa Ballou	Trustee
Christian Neubert	Trustee
Patricia Harsch	Business Manager
Thomas Donlon	Interim Co-Director
Valerie Schwarz	Interim Co-Director

I. Call to Order

T. Stapleton called the meeting to order at 7:11 PM.

II. Approval of the Agenda

MOTION to approve the agenda. (Prechtl-Loper;Ballou) Unanimously approved.

III. Comments from the Public

None present.

I. Comments from the Board

None.

Planning

Lee Rosner thanked the board for the invitation to speak at the board meeting. He began by stating that the Library has engaged his services beginning August 1 for the process of planning and developing the Library remodel and expansion including the two additional properties of 114 Thompson Street and 205 E. Main Street.

MOTION to approve L. Rosner to finalize the RFP for Architect and Engineering services. (Ballou;Prechtl-Loper) Unanimously approved.

IV. Approval of the Minutes

MOTION to approve the Minutes for the Board Meeting held on July 27, 2015. (Prechtl-Loper;Ballou) Unanimously approved.

V. Financial Reports

A. Business Manager's Report to the Treasurer given by P. Harsch. Of note, the library was reimbursed for overages on our workers compensation payroll audit with a refund check of \$11,900. P. Harsch suggested that A. Coster should be consulted to speak about any restrictions the library may have on fundraising.

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

C. Expenses at a glance for the meeting were reviewed.

1. MOTION to accept the July 3, (\$12,166.66) July 17 (\$43,031.75) and July 31 (\$16,333.39) FAO Warrants. (Ballou;Prechtl-Loper) Unanimously approved.

2. MOTION to accept the July 3, (\$47,956.66) July 17 (\$52,591.06) and July 31 (\$50,769.94) Payroll Warrants.(Ballou;Prechtl-Loper) Unanimously approved.

3. MOTION to accept the August 24, 2015 Warrant (\$1,018,327.58). (Prechtl-Loper;Ballou) Unanimously approved.

4. MOTION to accept the August 1, 2015 Capital Warrant (\$2,000.00). (Ballou;Prechtl-Loper) Unanimously approved.

5. MOTION to accept the August 24 Capital Warrant (\$1,721.33). (Grossman;Ballou) Unanimously approved.

VI. Director's Report

T. Donlon reported that:

- The Library sustained damage during the August 4 strange weather occurrence. The main library lost power and had a delayed opening. A branch punctured the main library roof. There was damage of downed trees on both of our other properties. The Library opened at 1:00 PM that day.

B. Personnel

MOTION to approve the hire of Aaron Lipski as Substitute Custodian, Step 1-\$17.45 per hour.(Neubert;Prechtl-Loper) Unanimously approved.

MOTION to approve the hire of Salvatore Filosa as half-time Reference Librarian at Step 3 - \$33.68 per hour beginning September 7, 2015. (Prechtl-Loper;Ballou) Unanimously approved.

MOTION to approve the hire of Caitlyn Stever as quarter time Library Trainee at Step 8, \$27.74 per hour on the Librarian Trainee scale beginning September 7, 2015.

VII. Unfinished Business

A. Planning

Moved to the beginning of meeting.

B. Policy Committee Report

A brief oral report was given by L. Ballou. She stated that they have completed 2 policies. One is on Public Participation and the other one on Parliamentary procedures. Val will format and place on basecamp and they will have their first review in the September packet. Future policies include the Internet Acceptable Use policy along with other meeting related policies.

C. Website

A few new website designs were displayed for the board along with the first design from Ivy Library. The board narrowed it down to two designs that they preferred. The two revised designs, along with Ivy's design shall be posted on basecamp for review.

VIII. New Business

Library Insurance Policy

A question was asked regarding the liability insurance and the Directors and Officers insurance. P. Harsch was sure we were covered for that and will check into Directors and Officers insurance.

MOTION to accept the Library's Liability and Umbrella Insurance Policy provided by Regan Agency at a cost of \$34,572.91 annually. (Neubert;Prechtl-Loper) Unanimously approved.

IX. Correspondence and Communications

X. Comments from the Public

None at this time.

Executive Session

At 8:35 PM a MOTION to move the meeting into Executive Session to discuss personnel matters was made. (Ballou;Prechtl-Loper) Unanimously approved.

Reconvene to Public Session

MOTION to move the meeting into Regular Session was made at 8:43PM. (Neubert;Ballou) Unanimously approved.

Motion to increase Tashi Hamilton's current rate of pay by 1.75% effective August 25, 2015. (Ballou;Neubert) Unanimously approved.

RESOLVED, that in consideration of the services rendered and to be rendered by Tom Donlon as interim Director through December 31, 2015 and Valerie Schwarz as assistant Director through December 31, 2015 they are to receive, respectively, the stipends of \$6,000 and \$4,000; further, the employment agreement currently extant between Valerie Schwarz and the Board is to be extended by two years upon its expiration upon such terms, conditions and emoluments of employment as are mutually agreed upon between the Board and Schwarz. (Ballou;Prechtl-Loper) Unanimously approved.

X. Adjournment

MOTION to adjourn the meeting at 8:46 PM by acclamation. Unanimously approved.

Respectfully submitted,

Tracy Stapleton
Secretary, Board of Trustees