

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
of the
PORT JEFFERSON FREE LIBRARY
held January 27, 2014
100 Thompson Street
Port Jefferson, NY 11777

Present

Laura Hill Timpanaro	President
John Grossman	Vice President
Tracy Stapleton	Secretary
Harriet Z. Martin	Financial Officer
Lisa M. Ballou	Trustee
Christian Neubert	Trustee
Susan Prechtel-Loper	Trustee
Robert Goykin	Director
Patricia Wojcik	Business Manager
Valerie Schwarz	Secretary to the Board

I. Call to Order

L. H. Timpanaro called the meeting to order at 7:03 PM and welcomed the newly elected Trustees. She spoke about having T. Eberling join the Planning Committee. She also discussed Trustee training and Library Advocacy. She would like to see all Trustees play a role in the Library; from being an officer to being on a committee.

II. Approval of the Agenda

Motion to accept the January 27 agenda. (Grossman;Ballou) Unanimously approved.

Motion to have Laura Hill-Timpanaro, John Grossman, Tracy Stapleton, Harriet Martin and Michael Harran as signers on all of the Port Jefferson Free Library's financial institutions. (Ballou;Stapleton) Motion unanimously passed.

III. A. Comments from the Public

None Present.

III. B. Comments from the Board

None.

IV. Approval of Minutes

Motion to approve the Minutes for the December 16, 2013 Library Board Meeting. (Stapleton;Ballou) Motion approved. (3 Abstentions-L.Timpanaro, J.Grossman, S. Prechtel-Loper)

V. Financial Reports

- A. Business Manager's Report to Treasurer given by P. Wojcik
- B. Comparative Statements of Expenses & Revenue for the month's ending were reviewed.
- C. Expenses at a glance for the January meeting were reviewed.
 1. Motion to accept the December 6, 2013 (\$13,866.01) & December 20, 2013 (\$12,885.27)FAO Warrants. (Grossman;Martin) Unanimously approved.
 2. Motion to accept the December 6, 2013 (\$52,959.30) & December 20, 2013 (\$52,925.50)Payroll Warrants. (Martin;Stapleton) Unanimously approved.
 3. Motion to accept the January 27, 2014 (\$45,536.73) Warrant. (Grossman;Martin) Unanimously approved.

VI. Library Reports

A. Director's Report

Director reported the following items:

- We need to approve the appointment of the new security guard.
- We also need to approve the appointment of hiring E. O'Hare as a substitute.
- We will present next year's operating budget. P. Wojcik did a incredible job on the budget.
- Director heard from a few patrons from the contract districts and they would like more representation. I have prepared a report on the contract districts.
- I will need approval for attending Library Legislation Days, February 26 & 27.
- Governor Cuomo released his proposed budget for next year and has proposed the same dollar amount for library aid as last year. This is a \$4,000,000 reduction in aid.
- Ivy Planning has received 15 Executive interviews. They are currently compiling the surveys and doing the bench marking study.
- Please consider any changes you would like to see regarding the Circulating Technology Policy found in your packet.
- The day after this year's first snowstorm saw the highest use of downloadable products to date.
- SCLS will be highlighting "Libraries as Place" as the primary marketing theme this year.

- Network Coordinator T. Arancio completed the change over from Library Metrics to Cassie on the public computers.

At this time Board President L. Timpanaro spoke about the Circulating Technology Policy. She feels we have to have a plan behind it. She asked C. Neubert and L. Ballou to work on the policy.

VII. Unfinished Business

A. Library 2014 Operating Budget

P. Wojcik briefly outlined the 3 budget scenarios. The board reviewed and discussed them. She will fine tune the budget keeping to a 1.4% increase. Updated budget to be reviewed at the February meeting.

B. Library Planning

Library planning was reviewed during Director's report.

C. Circulating Technology Policy

L. Timpanaro asked C. Neubert and L. Ballou to work on the Circulating Technology Policy.

VIII. New Business

A. Transfer of Funds

Motion to transfer \$35,278 from the Library's committed funds for compensated absences to the general fund Professional salary budget line to cover the accrued benefit time payout expense for retiring employee E. O'Hare. (Ballou; Stapleton) Unanimously approved.

Motion to transfer \$2,699 from the Library's committed funds for compensated absences to the general fund payroll tax budget line to cover the FICA expense associated with the accrued benefit time payout expense for retiring employee E. O'Hare. (Grossman; Ballou) Unanimously approved.

B. Personnel

Motion to hire Kenneth Tobiassen, part time Security Guard Step 1 at \$16.98 per hour. (Prechtl-Loper; Martin) Unanimously approved.

Motion to hire Earlene O'Hare as substitute Librarian Step 1 at \$30.27 per hour. (Ballou; Neubert) Unanimously approved.

Motion to approve Library Director to attend NYLA Library Advocacy Day in Albany to be held on Wednesday, Feb. 26 & 27. Cost not to exceed \$300.00. (Stapleton; Martin) Unanimously approved.

IX. Correspondence and Communications

X. Comments from the Public

None present.

At 8:46 PM, there was a motion to move the meeting into executive session to discuss the Collective Bargaining Agreement (Stapleton; Martin) Unanimously approved.

There was a motion to move the meeting out of Executive Session at 10:10 PM. (Ballou; Stapleton) Unanimously approved.

XI. Adjournment

The meeting adjourned at 10:11 PM. (Stapleton; Ballou) Unanimously approved.

Respectfully submitted,

Tracy Stapleton,
Secretary

Recorded by Valerie Schwarz