

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
of the
PORT JEFFERSON FREE LIBRARY
held August 26, 2013
100 Thompson Street
Port Jefferson, NY 11777

Present

Laura Hill Timpanaro	President
John Grossman	Vice President (absent with excuse)
Tracy Stapleton	Financial Officer (absent with excuse)
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

L. Hill Timpanaro called the meeting to order at 7:07 PM.

II. Approval of the Agenda

Motion to approve the Agenda for the Meeting of August 26, 2013. (Martin; Ballou)

III. A. Comments from the Public

None present.

B. Comments from the Board

M. Cohee hoped everyone had a nice summer. L. Timpanaro stated that R. Konoski needs to be commended for his programming; especially for his bus trips. He has the forward thinking to bring in revenue while providing outstanding trips. It is very impressive. She asked the Director to express our appreciation to him.

IV. Approval of Minutes

Motion to approve the Minutes for the June 17, 2013 Library Board Meeting. (Ballou;Neubert)
Motion 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 August meeting were reviewed.
- The following motions were unanimously approved: (Cohee;Neubert)*

1. Motion to accept the June 7, 2013, June 21, 2013, July 5, 2013 & July 19, 2013 FAO Warrants.
2. Motion to accept the June 7, 2013, June 21, 2013, July 5, 2013 & July 19, 2013 Payroll Warrants.
3. Motion to accept the June 30, 2013 Health Insurance State Tax Warrant & June 30, 2013 Vacation Buy-Back State Tax Warrants.
4. Motion to accept the June 30, 2013 Health Insurance Rebate Warrant & June 30, 2013 Vacation Buy Back Warrant.
5. Motion to accept the July 22, 2013 and August 26, 2013 Warrants.

There was a brief discussion regarding transferring funds from the post retirement budget line and placing them into the budget stabilization budget line. This would help offset the cost of taking down the 114 Thompson Street property and installing proper drainage. The board decided to post questions regarding the transfer of funds to the Library auditor who will be at the September meeting.

VI. Library Reports

A. Director's Report

Director reported the following items:

- Librarian S. Winter has collected information on the Ritche family for those who are interested.
- Circulation clerk K. Greenhalgh relocated to N. Carolina. She was presented with library gifts on behalf of Board of Trustees at her farewell dinner.
- A staff member has made a donation to Hope House Ministries in the Library's name.
- We will be voting on making our quarter-time custodian half-time.

- Enclosed in packet are upcoming Trustee training events. We shall seek approval for the NLYA Conference.
- Library closed early on Saturday, July 27 due to a blown out LIPA transformer. Both Brian Mori and Sue Siegel were right on top of things and secured the building.
- Noted that the LIPA plan from the Governor is just about a done deal.
- I have been appointed representative for the NY State Construction Grant Committee.
- A major PALS upgrade is on the horizon. PALS is cost effective but the study has shown that most of the problems are a result of too many libraries with too many different rules. More standardized loan rules will be coming.
- A new and exciting initiative will begin on September 1. We will be rolling out our "Tech-it-Out" table with one stop for device advice. The Opacs have been moved and a display of current e-readers promoting our one-on-one device advice has been erected.
- Road construction and the Summer Reading programs have both ended. Even with construction, the figures for this year's programs are higher than last year's where there wasn't any road construction. The Village and the construction company were very accommodating, allowing the staff to park in the Gap parking lot. Kudos go out to the staff and the Village officials.
- Our public relations have been unbelievable. The Check Out Discounts promotion has been renewed for September. The Harry Potter program and the Tech-it-Out/Device Advice all came out of our technology and marketing committees with a wide range of staff contribution. The Director stated that, "This is the kind of Library I had envisioned."

B. Personnel

Motion to change the status of quarter-time custodial assistant Wilfredo Gonzalez to half-time. (Cohee;Ballou) Unanimously approved.

VII. Unfinished Business

A. Planning-Ivy Library

Reviewed and discussed the planning to date. A time-line was handed out for Board to review.

Motion to expend an additional \$1,500 to Ivy Library and add on one more focus group. (Martin;Cohee) Unanimously accepted.

VIII. New Business

A. NYLA

Motion to approve attendance to NYLA Conference in September 2013 not to exceed \$1,500.00 per employee/trustee. (Martin;Ballou) Unanimously Approved.

IX. Correspondence and Communications

X. Comments from the Public

None present.

At 8:45 PM, there was a motion to move the meeting into executive session to discuss personnel issues. (Neubert;Ballou) Unanimously approved.

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

Motion to approve R. Di Giovanni to full-time status at a rate of \$23.00 per hour effective August 23, 2013. Unanimously approved. (Martin; Ballou).

XI. Adjournment

The meeting adjourned at 9:38 PM. (Cohee;Ballou) Unanimously approved.

Respectfully submitted,

Margaret Cohee,
Secretary

Recorded by Valerie Schwarz