

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES**  
**of the**  
**PORT JEFFERSON FREE LIBRARY**  
**held February 25, 2013**  
100 Thompson Street  
Port Jefferson, NY 11777

**Present**

Laura Hill Timpanaro	President
John Grossman	Vice President
Tracy Stapleton	Financial Officer
Margaret Cohee	Secretary
Harriet Z. Martin	Trustee
Robert Goykin	Director
Valerie Schwarz	Secretary to the Board

**I. Call to Order**

L. Timpanaro called the meeting to order at 7:15 PM. She urged board members to arrive at the Board meetings by 7:00 PM.

**II. Approval of the Agenda**

Motion to approve the Agenda for the Meeting of February 25, 2013. (Cohee;Martin) Unanimously Approved.

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

Patron A. Lustig commented on the poor snow removal along Thompson Street. He states the walkways and Library were fine but parking on Thompson Street was a problem. He also inquired about the plans for the house at 114 Thompson Street.

**B. Comments from the Board**

L. Timpanaro states that we are moving forward with plans for the house at 114 Thompson Street.

**IV. Approval of Minutes**

Motion to approve the Minutes of the Library Board meeting held January 28, 2013.(Martin;Stapleton) 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 February meeting were reviewed.
  - 1. Motion to approve the (FAO) financial warrants of January 4, 18 and February 25, 2013 Warrant as presented. (Stapleton; Cohee) Unanimously approved.
  - 2. Motion to approve the payroll warrants of January 4, 18, 2013 as presented.(Cohee;Stapleton) Unanimously approved.

**V. Library Reports**

**A. Director's Report**

*Director reported the following items:*

- Librarian, Robert Maggio will retire on March 29, 2013. We are currently looking for his replacement. Notices have been posted in all the appropriate places.
- Met with Comsewogue Director and agreed to use the same approach as last year in counting the numbers of the contract district patrons.
- The final budget draft proposal will be discussed later in the meeting.
- Currently inquiring if the Dickens lanterns will be the library or the village's domain when repairs are needed.
- The P.J. Arcadia book will become available on April 22. You can currently pre-order it from Amazon. We will be holding a program to kick off the book's release. The Friends will be selling books at the Historical Society's Arts and Antiques Weekend.

## **VI. Unfinished Business**

### **A. Tax Cap Resolution**

WHEREAS, the adoption of the 2013 -2014 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 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 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 2013 -2014 Fiscal Year by at least the sixty percent of the board of trustees as required by state law on February 25, 2013. (Grossman; Martin) Unanimously Approved

### **B. 2013-2014 Library Operating Budget**

Motion to adopt the 2013-14 Port Jefferson Free Library Operating Budget as amended using \$2,898,475 as total tax appropriation. (Stapleton;Grossman) Unanimously approved.

### **C. Trustee Open Seat**

To be discussed in executive session

### **D. Planning Consultant**

R. Goykin states that, "the planning consultant will be at the library conducting site work during the first week in April." He discussed the idea of forming a planning committee consisting of Trustees, senior staff and the community. L. Timpanaro would like to know what the consultant is planning to do for the next few months. She would like to have the Library's plan presented so as to move forward. The Board will meet with the planning consultant on Tuesday, April 2 at 7:00 PM.

## **VII. New Business**

### **A. Head of Reference**

To be discussed in executive session.

### **B. Compliance**

Motion to authorize the provision of a Smart phone and service plan for the Library director and the provision of a laptop computer for the Library Director and Network and Technology coordinator.(Grossman;Martin) Unanimously approved.

Motion to approve Michael Haran, Laura Hill Timpanaro, John Grossman, Margaret Cohee and Tracy Stapleton as signers on the Port Jefferson Library's banking and financial documents. (Martin;Grossman) Unanimously approved.

## **VIII. Correspondence and Communications**

### **IX. Comments from the Public**

Patron A. Lustig commented on the recent changes in the social security withholdings and made a suggestion of giving those employees in need some sort of bonus to offset the difference in their paychecks.

At 8:39 PM, there was a motion to move the meeting into executive session to discuss personnel issues. (Cohee;Stapleton) Unanimously approved.

There was a motion to move the meeting out of Executive Session at 9:46 PM. (Cohee;Martin) Unanimously approved.

Motion to appoint Lisa Ballou and Christian Neubert to the Port Jefferson Fee Library Board of Trustees for the remaining 2013 calendar year beginning February 25, 2013. (Stapleton;Martin) Unanimously approved.

Motion to approve the amendment to R. Goykin's contract as provided by K. Seaman dated January 25, 2013. (Grossman;Cohee) Unanimously approved.

**XI. Adjournment**

The meeting adjourned at 10:09 PM. (Stapleton;Martin) Unanimously approved.

Respectfully submitted,

Margaret Cohee,  
Secretary, Board of Trustees