

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
of the
PORT JEFFERSON FREE LIBRARY
held November 18, 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
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 7:03 PM.

II. Approval of the Agenda

Motion to accept the November 18 agenda. (Neubert;Ballou) Unanimously approved.

III. A. Comments from the Public

None present.

III. B. Comments from the Board

None.

IV. Approval of Minutes

Motion to approve the amended Minutes for the October 28, 2013 Library Board Meeting. (Martin;Ballou)
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 November meeting were reviewed.
 1. Motion to accept the October 11, 2013 (\$25,452.58) & October 25, 2013 (\$51,385.59)FAO Warrants. (Stapleton;Cohee) Unanimously approved.
 2. Motion to accept the October 11, 2013 (\$52,082.99) & October 25, 2013 (\$51,810.83)Payroll Warrants. (Martin;Grossman) Unanimously approved.
 3. Motion to accept the November 18, 2013 (\$42,814.85) Warrant. (Grossman;Stapleton) Unanimously approved.

VI. Library Reports

A. Director's Report

Director reported the following items:

- Librarian E. O'Hare has submitted her letter of resignation. We need approval for the hire of one full-time librarian.
- We need to discuss employees who would like to march in a parade and how we compensate the employees.
- We need to authorize the transfer of the Bullet Grant and Local Library Aide Grant to be transferred for Technology use.
- As of today six Trustee applications have been taken. Three have been returned.
- The temperature in the building has been problematic. There are many different thermostats dating from various decades. Staff and patrons have the ability to adjust. This knocks out the programming. Today's technology has improved along with the pricing. I am asking to spend \$4,500 on replacing them.
- We are still looking into options for the staircase in the Children's Room. Certain solutions may be deemed a fire code violation. The fire chief inspected the staircase and he found a different violation on a different area in the Children's Room. Discussed possibly putting carpeting or treads on the staircase to soften them. The Director is still investigating solutions.
- Executive Interviews for the library planning are moving along well.
- We are a four-star library for the 6th year in a row.
- I want to point out the high quality of our graphics which are all produced in house by Val Schwarz and Nikki

Greenhalgh.

- The new owners of WLIX radio are frequently announcing our programs.
- Our Wall of Honor ceremony was a very moving event. Samantha Winter did a great job. Congressman Tim Bishop and Trustee Bruce D'Ambromo were in attendance. It was a great group effort.
- We need to vote on the SCLS Budget. We traditionally cast five votes.

At 8:15 PM Library counsel Kevin Seaman was welcomed to the meeting by board President, L. Timpanaro. At this time there was a motion to move the meeting into executive session to discuss Collective Bargaining. (Grossman;Stapleton) Unanimously approved.

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

VII. Unfinished Business

None

VIII. New Business

A. Motion to accept the resignation of E. O'Hare effective January 3, 2014. (Cohee;Stapleton) Unanimously accepted.

B. Motion to hire a Librarian 1 (Full-time)-salary depending upon experience. (Grossman;Ballou) Unanimously accepted.

C. Motion to transfer the Bullet Grant in the amount of \$3,000 and the 2013 Local Library Aide Grant in the amount of \$1,772 to the 2013-14 Furniture and Equipment Budget Line for the purchase of computer equipment. (Stapleton;Ballou) Unanimously accepted.

D. Motion to cast five votes in favor of the SCLS FY 2014 Operating Budget as presented.(Martin; Cohee)

IX. Correspondence and Communications

X. Comments from the Public

None present.

XI. Adjournment

The meeting adjourned at 10:18 PM. (Grossman;Cohee) Unanimously approved.

Respectfully submitted,

Margaret Cohee,
Secretary

Recorded by Valerie Schwarz