

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
of the
PORT JEFFERSON FREE LIBRARY
held October 28, 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 7:01 PM.

II. Approval of the Agenda

A revised agenda was provided.

III. A. Comments from the Public

None.

III. B. Comments from the Board

Vice President J. Grossman expressed his safety concerns regarding the stairs leading to the Children's Department.

IV. Approval of Minutes

Motion to approve the Minutes for the September 23, 2013 Library Board Meeting. (Grossman;Martin)
Motion approved.

Guest Speaker: Bruce Miller

Bruce Miller, gave a report on the current LIPA power plant status.

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 October meeting were reviewed.
 1. Motion to accept the September 13, 2013 (\$12,769.30), September 27, 2013(\$42,787.35) FAO Warrants. (Grossman;Ballou) Unanimously approved.
 2. Motion to accept the September 13, 2013 (\$49,569.60), September 27, 2013(\$19,819.38) Payroll Warrants. (Martin;Cohee) Unanimously approved.
 3. Motion to accept the October 28, 2013 (\$80,747.94) Warrants. (Grossman;Ballou) Unanimously approved.

Motion to transfer \$154,128.00 from excess revenue in general fund to the post employment benefit committed fund and to transfer \$28,956.00 from excess revenue in general fund to the special projects committed fund. (Cohee;Ballou) Unanimously approved.

VI. Library Reports

A. Director's Report

Director reported the following items:

- The next collective Bargaining meeting will be on Wednesday, November 6.
- Librarian E. O'Hare fell and dislocated her shoulder.
- Librarian B. Kononski has had his highest monthly program attendance ever.
- We need to approve the hire of Natalie Brooks for the previously approved quarter time circulation clerk position.
- On Oct. 15 and 16 Nancy Davis of Ivy Library conducted focus groups here at the Library.

B. Personnel

Motion to authorize the hiring of Natalie Brooks quarter-time Circulation Clerk at step one-\$16.98 per hour effective November 5, 2013.(Grossman;Martin) Unanimously approved.

- A patron letter commending Librarian B. Konoski written by patron T. Eberling was read to the board by President L. Timpanaro.
- L. Timpanaro will be taking a series of Library Advocacy webinars. She highly recommends both interested board and staff join.

VII. Unfinished Business

A. Planning-Ivy Library

A brief report was given on the current status of the Library planning. Each board member was given a folder of all of the planning information to date. The telephone surveys have been completed with 48% of the house holds surveyed by phone were elderly. Focus groups have been completed. Ivy Library currently compiling the data. Executive Interviews are the next step. These interviews should be conducted before Thanksgiving. The Board divided up the Executive list for initial contact. As of this date two Trustee surveys have not been completed. Board President asked members to please get their survey completed.

VIII. New Business

A. Reorganization Chart

Motion to accept the 2014 Reorganization chart as presented. (Ballou;Stapleton) Unanimously Accepted.

B. Discard Policy

Motion to accept the Discard/Disposal Policy as presented. (Neubert;Grossman) Unanimously Accepted.

IX. Correspondence and Communications

X. Comments from the Public

Patron Theresa Eberling was introduced. Theresa stated that she was part of one of the focus groups and found that Nancy Davis of Ivy Library to be excellent.

At 8:45 PM, there was a motion to move the meeting into executive session to discuss Collective Bargaining. (Stapleton;Martin) Unanimously approved.

There was a motion to move the meeting out of Executive Session at 9:21 PM. (Grossman;Cohee) Unanimously approved.

XI. Adjournment

The meeting adjourned at 9:23 PM. (Cohee;Stapleton) Unanimously approved.

Respectfully submitted,

Margaret Cohee,
Secretary

Recorded by Valerie Schwarz