

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
of the
PORT JEFFERSON FREE LIBRARY
held September 23, 2013
100 Thompson Street
Port Jefferson, NY 11777

Present

Laura Hill Timpanaro	President
John Grossman	Vice President
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 7:05 PM.

II. Approval of the Agenda

Motion to approve the Agenda for the Meeting of September 23, 2013. (Ballou; Martin) Unanimously approved.

III. A. Comments from the Public

Patron A. Lustig had two concerns. He feels the building next door should be razed. It is an eyesore and it poses safety concerns. He also spoke about the Library's budget combined with LIPA. He feels the Library should look into undesignated funds to ease the burden on the homeowners. He also had questions regarding the status of the planning for the building next door.

III. B. Comments from the Board

President L. Timpanaro stated that at this time and stage we are not ready to go public regarding the building next door.

IV. Approval of Minutes

Motion to approve the Minutes for the August 26, 2013 Library Board Meeting. (Martin;Cohee)
Motion approved.

Guest Speaker: Al Coster (Baldessari & Coster LLP) Library Auditors

A. Coster CPA, gave a report on the library's audit. Motion to accept the June 30, 2013 Library Audit report as presented by Al Coster. (Martin;Cohee) 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 September meeting were reviewed.
 1. Motion to accept the August 2 (\$8,964.78), August 13 (\$50,877.36) and August 30, 2013 (\$27,015.20) FAO Warrants. (Cohee;Martin) Unanimously approved.
 2. Motion to accept the August 2 (\$52,120.57), August 13 (\$23,769.03) and August 30, 2013 (\$50,286.85) Payroll Warrants. (Martin;Cohee) Unanimously approved.
 3. Motion to accept the September 23, 2013 (\$67,282.40) Warrants. (Grossman;Ballou) Unanimously approved.

VI. Library Reports

A. Director's Report

Director reported the following items:

- Security Guard C.Schiefer has tendered her resignation. Tonight we will vote on approving the hiring of a replacement Security Guard.
- I am requesting the appointment of quarter time Circulation Clerk B. Jutting to half time.
- I cannot say enough about the team work exhibited while executing our new successful services (Smartest Card/ Check-out-Discounts, Tech it Out and Device Advice. Our graphics are excellent compared to many other libraries.
- The next collective bargaining will be October 3 at 5 PM.
- There is a thank you card in the packet commending Kerry Crovello and Linda Gavin.
- Ivy Library has completed the 200 telephone surveys. Fourty seven out of fifty staff surveys have been returned.

Ivy Library states that this response rate is extremely high. Five out of seven Trustee surveys have been returned to date.

- Press coverage for the Harry Potter program was excellent. New magazine entitled *Port Jefferson Life* had two articles featuring the Teen Center and the Harry Potter program.
- New laptops have been ordered for Library computer programs.
- T. Arancio gave his first computer class and the feedback was very successful.

B. Personnel

Motion to authorize the hiring of one quarter-time Security Guard at step one-\$16.98 per hour.(Cohee;Neubert) Unanimously approved.

Motion to approve the appointment of Barbara Jutting to half-time Circulation Clerk at Step 15-\$26.78 per hour. (Ballou;Neubert) Unanimously approved.

Motion to update the authorized signers on the Port Jefferson Library bank accounts as: Laura Hill-Timpanaro, John Grossman, Margaret Cohee, Harriet Z. Martin and Michael Haran. (Neubert;Ballou) Unanimously approved.

VII. Unfinished Business

A. Planning-Ivy Library

Noted that the 200 phone survey have been recently completed. Focus groups to begin shortly.

B. Fire Department

A brief report given by C. Neubert discussing various ideas regarding joint Library and Fire Department programming. More information will be coming.

VIII. New Business

A. Trustee Election Calendar

Calendar included in packet notifying trustees of upcoming important dates for the Trustee Election. Annual Meeting and Trustee Election date is Wednesday, January 22, 2014.

IX. Correspondence and Communications

X. Comments from the Public

Paton A.Lustig mentioned that the museum passes are wonderful and he has used them with his family. He also spoke about defining terms such as *tax-rate* and *assessed valuation* when distributing the budget information.

At 8:55 PM, there was a motion to move the meeting into executive session to discuss personnel issues. (Cohee;George) Unanimously approved.

There was a motion to move the meeting out of Executive Session at 9:50 PM. (George;Cohee) Unanimously approved.

XI. Adjournment

The meeting adjourned at 9:51 PM. (Cohee;Martin) Unanimously approved.

Respectfully submitted,

Margaret Cohee,
Secretary

Recorded by Valerie Schwarz