

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
of the
PORT JEFFERSON FREE LIBRARY
held April 28, 2014
100 Thompson Street
Port Jefferson, NY 11777

Present

Laura Hill-Timpanaro	President
John Grossman	Vice President
Tracy Stapleton	Secretary
Harriet Z. Martin	Financial Officer
Lisa M. Ballou	Trustee
Christian Neubert	Trustee
Susan Prechtel-Loper	Trustee
Robert Goykin	Director
Patricia Wojcik	Business Manager
Valerie Schwarz	Secretary to the Board

I. Call to Order

L. Timpanaro called the meeting to order at 7:05 PM.

II. Approval of the Agenda

Motion to accept the April 28 agenda as amended adding "Library Services Contract." (Stapleton;Martin) Unanimously approved.

III. A. Comments from the Public

None present.

III. B. Comments from the Board

H. Martin mentioned that she would not be available for the financial officer duties on May 15 and 22. L. Timpanaro noted that this is a good opportunity for other board members to see what the position entails.

IV. Approval of Minutes

Motion to approve the Minutes for the Special Budget Meeting of March 24, 2014. (Grossman;Martin) Motion approved. (2 abstentions; L. Timpanaro, T. Stapleton)

Motion to approve the Minutes for the March 24, 2014 Library Board Meeting. (Ballou;Prechtel-Loper)

Motion approved. (2 abstentions; L. Timpanaro, T. Stapleton)

At this time guest speaker Sean Leister, Assistant Superintendent for Business gave a brief overview of the 2014-2015 Port Jefferson School District operating budget.

Library Services Contract

Motion to approve the 2014-15 Library Services contract between the Port Jefferson Free Library Association and the Port Jefferson Union Free School District in the amount of \$2,948,632. (Stapleton;Grossman) Unanimously approved.

V. Financial Reports

A. Business Manager's Report to Treasurer given by P. Wojcik.

B. Comparative Statements of Expenses & Revenue for the month's ending were reviewed.

C. Expenses at a glance for the April meeting were reviewed.

1. Motion to accept the March 14, 2014 (\$24,758.88) March 28, 2014 (\$45,664.81) FAO Warrants. (Martin;Stapleton) Unanimously approved.

2. Motion to accept the March 14, 2014 (\$50,720.85) March 28, 2014 (\$51,099.87) Payroll Warrants. (Stapleton;Prechtel-Loper) Unanimously approved.

3. Motion to accept the April 28, 2014 (\$48,017.74) Warrant. (Prechtel-Loper;Ballou) Unanimously approved.

VI. Library Reports

A. Director's Report

Director reported the following items:

- During National Library Week, the Friends sponsored a staff appreciation day providing refreshments and staff recognition pins.
- We need to discuss the question of purchasing gifts for outgoing employees and trustees.
- I would like to create a patio area outside the library toward the front south side of the building.
- I have been working to get a downloadable e-book station at the ferry terminal.

VII. Unfinished Business

None.

VIII. New Business

A. Conflict of Interest Policy

Policies were provided for board members to sign.

B. Out Going Trustees and Employees

Board discussed the past practice of purchasing an outgoing gift for retirees and exiting board members. The majority of trustees felt it is acceptable to treat the outgoing trustee to dinner while paying for their own dinner expenses as well. The Board also felt that gifts for outgoing employees should be purchased by an employee collection or by the Friends.

C. Planning Update

Planning will be discussed during Executive session. The Director also spoke about creating a patio area on the side of the Library. The Board decided the next step would be to gather the price quotes and designs for the patio area.

IX. Correspondence and Communications

X. Comments from the Public

None present.

At 9:01 PM, there was a motion to move the meeting into executive session to discuss the Collective Bargaining Agreement and Planning. (Grossman;Stapleton) Unanimously approved.

There was a motion to move the meeting out of Executive Session at 9:45 PM. (Grossman;Precthl-Loper) Unanimously approved.

XI. Adjournment

The meeting adjourned at 9:47 PM. (Grossman;Neubert) Unanimously approved.

Respectfully submitted,

Tracy Stapleton,
Secretary

Recorded by Valerie Schwarz