

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
of the
PORT JEFFERSON FREE LIBRARY
held December 15, 2014 7:00 PM
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 7:11 PM.

II. Approval of the Agenda

Motion to accept the December 15 agenda.(Martin;Prechtel-Loper)
Unanimously approved.

III. A. Comments from the Public

None present

III. B. Comments from the Board

J. Grossman commented that he is disappointed that Brookhaven Town pulled the plug on the Village's Harborfront acquisition plan.

IV. Approval of Minutes

Motion to approve the Minutes for the November 24, 2014 Library Board Meeting.(Grossman;Prechtel-Loper)
Motion 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 November meeting were reviewed.
 1. Motion to accept the November 7, 2014 (\$10,976.97) November 21, 2014 (\$48,899.82) FAO Warrants. (Martin;Grossman) Unanimously approved.
 2. Motion to accept the November 7, 2014 (\$48,392.44) November 21, 2014 (\$48,985.31) Payroll Warrants. (Martin;Stapleton) Unanimously approved.
 3. Motion to accept the December 15, 2014 (\$351,783.24) Warrant. (Martin;Grossman) Unanimously approved.

VI. Library Reports

A. Director's Report

Director reported the following items:

- The Director discussed the writing a policy on the procedures for creating policies.
- The Director discussed the recent successful Dickens' festival and the Library's participation in the event.
- The Director noted the chart in his report highlighting the Library's collaboration with the local schools.
- The Director mentioned that the board will have to vote on the e-rate filing tonight.

Personnel

No personnel changes to note for the month of November.

VII. Unfinished Business

VIII. New Business

A. Policy Committee Report

L. Ballou stated that the Policy Committee will submit a report at the January meeting.

B. Board Officer Nominations

The Board agreed that the slate of Officers will remain the same for the 2015 Calendar year.

C. Preliminary Budget Discussion

The Board would like to see a few budget scenarios which includes a 0% and a 1.5% budget spreadsheet. They would like to see the line for Professional Fees increased. They would also like the Director to obtain prices on a Library's website redesign.

D. e-rate filing

Motion to authorize the Director to appoint SCLS to act as our agent for e-rate filing. (Stapleton;Prechtl-Loper)
Unanimously approved.

IX. Correspondence and Communications

X. Comments from the Public

None present.

At 8:11 PM, there was a motion to move the meeting into executive session to discuss Personnel issues.
(Grossman;Stapleton) Unanimously approved.

There was a motion to move the meeting out of Executive Session at 9:52 PM. (Grossman;Prechtl-Loper)
Unanimously approved.

Motion to renew the retainer contract with K. Seaman as Library attorney at an annual rate of \$7,500. (Martin;Stapleton)
Unanimously approved.

Motion to approve the change of status of Custodian Brian Mori to Custodial Supervisor with an increase of \$.98/hour.
(4-Yes; 2 Abs.- Prechtl-Loper,Grossman; 1-No-Timpanaro) Motion passes.

XI. Adjournment

The meeting adjourned at 9:56 PM. (Martin;Stapleton) Unanimously approved.

Respectfully submitted,

Tracy Stapleton,
Secretary