MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES of the PORT JEFFERSON FREE LIBRARY

held June 16, 2014

100 Thompson Street Port Jefferson, NY 11777

Present

Laura Hill-Timpanaro President (absent with excuse)

John Grossman Vice President
Tracy Stapleton Secretary
Harriet Z. Martin Financial Officer

Lisa M. Ballou Trustee

Christian Neubert Trustee (absent with excuse)

Susan Prechtl-Loper Trustee
Robert Govkin Director

Patricia Wojcik Business Manager Valerie Schwarz Secretary to the Board

I. Call to Order

J. Grossman called the meeting to order at 7:01 PM.

II. Approval of the Agenda

Motion to accept the June 16 agenda. (Stapleton; Martin) Unanimously approved.

III. A. Comments from the Public

None present.

III. B. Comments from the Board

J. Grossman discussed President L. Timpanaro's check-list regarding items she would like reviewed for the evening's meeting.

IV. Approval of Minutes

Motion to approve the Minutes for the May 19, 2014 Library Board Meeting. (Prechtl-Loper; Stapleton) 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 June meeting were reviewed.
 - 1. Motion to accept the May 9, 2014 (\$8,095.58) May 23, 2014 (\$50,111.53) FAO Warrants. (Martin; Prechtl-Loper) Unanimously approved.
 - 2. Motion to accept the May 9, 2014 (\$49,712.51) May 23, 2014 (\$49,304.69) Payroll Warrants. (Martin:Stapleton) Unanimously approved.
 - 3. Motion to accept the June 16, 2014 (\$56,352.71) Warrant. (Martin; Prechtl-Loper) Unanimously approved.

VI. Library Reports

A. Director's Report

Director reported the following items:

- I attended an on-line webinar presented by G. Nichols. It was an excellent seminar about Library Board Training. It focused on the relationships between the Director and the Board.
- We need to make some important decisions regarding Library planning. It is time to decide what you really want for the Library.
- We have signed up for the Trustee Academy camp with a login and password.

Personnel

Personnel was discussed during Executive Session.

VII. Unfinished Business

A. Library Planning

Planning was discussed during Executive Session. Decided that Ivy Library integrate a new strategic plan.

VIII. New Business

A. Transfer of Funds

Moved to end of meeting.

IX. Correspondence and Communications

X. Comments from the Public

None present.

At 7:57 PM, there was a motion to move the meeting into executive session to discuss the Personnel and Planning. (Stapleton; Prectl-Loper) Unanimously approved.

There was a motion to move the meeting out of Executive Session at 9:19 PM. (Stapleton; Prectl-Loper) Unanimously approved.

Motion to approve the hire of Adrianne Noroian as a full-time Librarian 1, beginning June 25, 2014 at entry level-\$30.27/hr. (Martin; Prectl-Ballou) Unanimously approved.

Motion to approve the hire of Jenna Ferrara, Thomas Pon, Casey Africaro, Rachel Balfoort & Steven Rose as Summer Library Pages at \$8.00 per hour effective June 20, 2014. (Martin; Ballou) Unanimously approved.

Motion to approve the resignation of part-time Security Guard, Ken Tobiassen. (Martin; Prectl-Loper) Unanimously approved.

Motion to approve the hire of Joseph Murrin as a part-time, entry level Security Guard at step 1-\$17.15 per hour beginning July 3, 2014. (Martin; Prectl-Loper) Unanimously approved.

Motion to accept the resignation of Security Guard, Ron Reinisch. (Stapleton; Martin) Unanimously approved.

Motion to authorize the Library Director to hire a part-time, entry level Security Guard at step 1-\$17.15 per hour beginning July 1, 2014. (Stapleton; Ballou) Unanimously approved.

Motion to accept the resignation of Reneé DiGiovanni effective June 27, 2014. (Martin; Ballou) Unanimously approved.

Motion to authorize the Director to hire a full time Assistant to the Business Manager salary range \$35,000-\$42,000 dependent upon experience. (Martin; Stapleton) Unanimously approved.

Motion to transfer \$24,358.22 from the Library's committed funds for compensated absences to the general fund professional salary budget line to cover the accrued benefit time payout expense for Joann Muscardin. (Stapleton; Martin) Unanimously approved. (Stapleton; Prectl-Loper) Unanimously approved.

XI. Adjournment

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

Respectfully submitted,

Tracy Stapleton, Secretary