

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
of the
PORT JEFFERSON FREE LIBRARY
held May 29, 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 (absent with excuse)
Lisa M. Ballou	Trustee
Christian Neubert	Trustee (absent with excuse)
Lisa M. Ballou	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 7:00 PM.

II. Approval of the Agenda

Motion to accept the May 29 agenda as amended adding "Executive Session" to the beginning of the Agenda. (Stapleton;Martin) Unanimously approved.

III. A. Comments from the Public

None present.

III. B. Comments from the Board

L. Timpanaro stated that in order to get through tonight's business we need to move this meeting into Executive Session.

IV. Approval of Minutes

Motion to approve the Minutes for the April 28, 2014 Library Board Meeting. (Grossman;Prechtel-Loper)

Motion unanimously approved.

Motion to move the meeting into Executive Session at 7:02 PM. (Grossman;Prechtel-Loper)

Motion unanimously approved.

Motion to move the meeting out of Executive Session at 7:12 PM. (Prechtel-Loper; Ballou)

Motion unanimously approved.

Motion to resolve that the MOA dated 5/13/2014 is hereby ratified. (Grossman;Ballou)

Motion unanimously approved.

Motion to change the status of Colleen Navins from quarter-time to part-time classified pending her acceptance of a full time position at another library. (Grossman;Stapleton) Motion unanimously approved.

Motion to authorize the Director to hire a quarter time Librarian or Trainee with salary based on experience, not to exceed \$31.52 per hour pending the change in status of Colleen Navins. (Prechtel-Loper;Ballou) Motion unanimously approved.

Motion to accept the 2013-14 Library Audit proposal from Baldassari & Coster LLP at a cost of \$9,500. Motion unanimously approved.

Motion to authorize the purchase of Innovative Interfaces Millennium acquisitions module at a cost of \$8,325 for the module and \$1,000 for 4,000 order records-not to exceed \$10,000. (Grossman;Stapleton) Motion unanimously approved.

Motion to transfer \$10,000 from the committed computer funds to the shared services line. (Ballou;Prechtel-Loper)

Motion 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 April 11, 2014 (\$22,852.29) April 25, 2014 (\$55,482.60) FAO Warrants. (Grossman;Prechtel-Loper) Unanimously approved.

2. Motion to accept the April 11, 2014 (\$50,759.62) April 25, 2014 (\$23,408.42) Payroll Warrants. (Stapleton;Prechtel-Loper) Unanimously approved.

3. Motion to accept the May 19, 2014 (\$79,044.21) Warrant. (Grossman;Prechtel-Loper) Unanimously approved.

A question was asked by L. Ballou regarding the voided checks and the number sequences. P. Wojcik will provide the answer at the next Board Meeting.

VI. Library Reports

A. Director's Report

Director reported the following items:

Reviewed and discussed the outdoor patio area and drawings submitted by F. Campani. There was also some discussion about the Scented Garden building.

Trustee L. Ballou likes the idea of Board Training via webinar. Decided that the library will invest in a subscription for the board members to utilize.

VII. Unfinished Business

None.

VIII. New Business

Moved to the beginning of the board Meeting.

IX. Correspondence and Communications

X. Comments from the Public

None present.

XI. Adjournment

The meeting adjourned at 8:25 PM. (Prechtl-Loper; Stapleton) Unanimously approved.

Respectfully submitted,

Tracy Stapleton,
Secretary

Recorded by Valerie Schwarz

