

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
of the
PORT JEFFERSON FREE LIBRARY
held **November 24, 2014 7:00PM**
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 7:07 PM.

II. Approval of the Agenda

Motion to accept the November 24 agenda.(Grossman;Neubert)
Unanimously approved.

III. A. Comments from the Public

Tashi Hamilton and Kimberly Zettwoch were in attendance.

III. B. Comments from the Board

L. Timpanaro commented that we have a very busy schedule for the next few months. She also mentioned the Friends Staff Holiday luncheon on Dec. 17. This weekend at the Village Center the Friends are sponsoring a tree at the Festival of Trees. It will be a good opportunity to connect with the staff.

IV. Approval of Minutes

Motion to approve the Minutes for the October 24, 2014 Library Board Meeting. (Neubert;Grossman)
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 October meeting were reviewed.
 1. Motion to accept the October 10, 2014 (\$8,415.21) October 24, 2014 (\$52,996.92) FAO Warrants. (Grossman; Neubert) Unanimously approved.
 2. Motion to accept the October 10, 2014 (\$48,396.04) October 10, 2014 (\$48,067.03) Payroll Warrants. (Neubert;Stapleton) Unanimously approved.
 3. Motion to accept the November 24, 2014 (\$51,342.22) Warrant. (Grossman; Neubert) Unanimously approved.

Question was raised by board president about the Library having a formalized emergency preparedness plan.

VI. Library Reports

A. Director's Report

Director reported the following items:

- Tashi Hamilton and Kim Zettwoch were introduced to the board.
- Director asked if there were any questions regarding the new Tax Freeze Legislation.
- Lee Rosner will be at tonight's meeting to give a report.
- The Festival of Trees will be held this weekend at the Village Center. The Friends of the Library are sponsoring a Library tree.

Personnel

Personnel was discussed during Executive Session.

VII. Unfinished Business

A. Whistle Blower Policy

B. Conflict of Interest

Motion to adopt the Whistle Blower and Conflict of Interest Policies as presented.(Prechtl-Loper;Neubert) Unanimously approved.

VIII. New Business

A. SCLS Budget

Motion to approve the FY 2015 SCLS Operating budget as presented.(Martin;Stapleton) Unanimously approved.

B. SCLS Board

Motion to cast 5 votes for Margaret Barone as SCLS Trustee. (Martin;Stapleton) 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. (Martin; Grossman) Unanimously approved.

There was a motion to move the meeting out of Executive Session at 10:40 PM. (Grossman;Martin) Unanimously approved.

Motion to authorize the Director to sign a 5 year commitment letter switching from Verizon to Light Tower along with member libraries not to exceed \$10,000./yr. (Neubert;Stapleton) Unanimously approved.

Motion to authorize the Director to engage Ivy Consulting for phase 1 & 2 of their fundraising proposals at a cost not to exceed \$6,200.00. (Grossman; Neubert) Unanimously approved.

Motion to extend the deadline for the Trustee application to November 28, 2014. (Martin;Stapleton) Unanimously approved.

Motion to accept the resignation of part-time Library Aide Susan Blake. (Prechtl-Loper;Neubert) Unanimously approved.

Motion to change the status of part-time Circulation Clerk Lisa Connolly to full-time status. (Martin;Prechtl-Loper) Unanimously approved.

XI. Adjournment

The meeting adjourned at 10:53 PM. (Martin;Stapleton) Unanimously approved.

Respectfully submitted,

Tracy Stapleton,
Secretary