

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES**  
**of the**  
**PORT JEFFERSON FREE LIBRARY**  
**held October 27, 2014 7:00PM**  
100 Thompson Street  
Port Jefferson, NY 11777

**Present**

Laura Hill-Timpanaro	President
John Grossman	Vice President
Tracy Stapleton	Secretary (absent with excuse)
Harriet Z. Martin	Financial Officer
Lisa M. Ballou	Trustee
Christian Neubert	Trustee
Susan Prechtl-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**

L. Ballou would like to add "Formal process for evaluating the Library Director " to the agenda.  
Motion to accept the October 27 agenda as amended. (Grossman;Neubert)  
Unanimously approved.

**III. A. Comments from the Public**

None present.

**III. B. Comments from the Board**

Lovely pictures of the dragon boat races. Nice display of team work.

**IV. Approval of Minutes**

Motion to approve the Minutes for the September 22, 2014 Library Board Meeting. (Martin;Ballou)  
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 September 12, 2014 (\$11,190.29) September 26, 2014 (\$58,152.59) FAO Warrants. (Grossman; Ballou) Unanimously approved.
  - 2. Motion to accept the September 12, 2014 (\$46,534.96) September 26, 2014 (\$49,552.07) Payroll Warrants. (Martin;Grossman) Unanimously approved.
  - 3. Motion to accept the October 27, 2014 (\$72,966.60) Warrant. (Neubert;Martin-1 Abstention;Timpanaro) Warrant Approved.

**VI. Library Reports**

**A. Director's Report**

*Director reported the following items:*

- An EAP brochure was placed in your packet describing what EAP is all about.
- We have completed the Children's Manager interviews and need to approve the appointment of Kim Zettwock.
- Director needed to stress how Margaret Smith, Sarina Sicurella, Tom Donlon and Erin Schaarschmidt pulled together to keep the Children's Room moving forward in Joann's absence. The entire Library, pitched in and played a role in keeping everything moving smoothly.
- Trustee workshop is October 30 at Suffolk Cooperative Library System.
- Ivy Library will be here on Nov. 18 at 4 PM.

## **Personnel**

Personnel was discussed during Executive Session.

## **VII. Unfinished Business**

### **A. Children's Manager**

A. Reviewed and discussed details regarding the new Children's Manager.

### **B. 2015 Board Meeting Calendar**

Reviewed the Board Meeting Calendar for 2015 and set the dates for the remaining two months of 2014.

The November and December 2014 meetings will be held on November 24 and December 15, 2014.

### **C. Resource Sharing Code**

Tabled to end of meeting.

## **VIII. New Business**

### **A. Whistle Blower Policy**

### **B. Conflict of Interest**

Pending attorney's approval, both policies shall be voted on at next board meeting.

## **IX. Correspondence and Communications**

A. Mayor Garant Letter

B. Lions Club Letter

## **X. Comments from the Public**

None present.

At 8:23 PM, there was a motion to move the meeting into executive session to discuss the Personnel issues. (Grossman;Martin) Unanimously approved.

There was a motion to move the meeting out of Executive Session at 10:35 PM. (Grossman;Prechtl-Loper) Unanimously approved.

Motion to appoint Kim Zettwock to the position of Children's Manager effective November 17, 2014 on Step 5, \$64,828.40 per year. (Grossman; Prechtl-Loper) Unanimously approved.

Motion to authorize the Director to hire a part-time Custodian (Grossman; Neubert) Unanimously approved.

Motion to change the status of part-time Security Guard, Joe Murrin to substitute. (Grossman; Ballou) Unanimously approved.

Motion to adopt the SCLS Resource Sharing Code dated September 9, 2014 (Martin;Prechtl-Loper) Unanimously approved.

## **XI. Adjournment**

The meeting adjourned at 10:37 PM. (Martin;Grossman) Unanimously approved.

Respectfully submitted,

Laura Hill-Timpanaro,  
President