

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES**  
**of the**  
**PORT JEFFERSON FREE LIBRARY**  
**held on April 27, 2015 7:00 PM**  
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
Susan Prechtl-Loper	Trustee
Robert Goykin	Director
Patricia Harsch	Business Manager
Valerie Schwarz	Secretary to the Board

**I. Call to Order**

C. Neubert called the meeting to order at 7:04 PM.

Special Guest speaker Sean Leister, PJSD Asst. Superintendent for Business gave a brief overview of the school budget for 2015-16.

**II. Approval of the Agenda**

MOTION to accept the Meeting's agenda as presented.(Stapleton; Neubert)

Unanimously approved.

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

An Adult Program Coordinator from the North Shore Library currently enrolled in administration classes thanked us for allowing him to attend our Board Meeting.

A question was asked by a local patron regarding the 114 Thompson Street property and future plans for the structure. J. Grossman thanked him for his question and remarked that there will be some news coming soon.

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

None.

Guest speakers Kim Zettwock (Children's Manager) and Anthony Bliss (Youth Services Librarian) gave a brief report. They discussed the Minecraft programs, the new tween space and tween furnishings, updating the Children's website, 3-D printing, and the upcoming Summer Reading Program.

**IV. Approval of Minutes**

MOTION to approve the Minutes for the March 23, 2015 Budget Meeting, the March 23, 2015 Board of Trustees Meeting and the April 13, Special Meeting. (Martin;Stapleton) Motion Unanimously approved.

**V. Financial Reports**

A. Business Manager's Report to Treasurer-given by P. Harsch.

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 March 13, 2015 (\$10,192.87) March 27, 2015 (\$52,949.66) April 30, 2015 FAO Warrants. (Martin;Prechtl-Loper) Unanimously approved.

2. MOTION to accept the March 13, 2015 (\$49,903.07) March 27, 2015 (\$49,155.69) Payroll Warrants. (Neubert;Prechtl-Loper) Unanimously approved.

3. MOTION to accept the April 27, 2015 (\$42,103.25) Warrant. (Martin;Prechtl-Loper) Unanimously approved.

4. MOTION to accept the April 27, 2015 (\$1,392.00) Capital Warrant. (Martin;Prechtl-Loper) Unanimously approved.

**VI. Unfinished Business**

**A. Security Cameras**

R. Goykin gave a brief demonstration from his laptop of the newly installed security cameras.

## **B. Light Tower**

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 12,000/year. (Martin;Stapleton) Unanimously approved.

## **C. Planning**

Dates were discussed for the leadership breakfast. The date chosen was Wednesday, May 13 at 8:00 AM. Invitations will be sent out as soon as possible.

## **C. Tax Freeze**

WHEREAS, in 2013 the NY State Legislature amended the General Municipal Law by adding new section 3-D which sets forth the eligibility requirements for the real property "tax freeze" authorized by subsection BBB of section 606 of the Tax Law, for the fiscal year ending 2015; and

WHEREAS, pursuant to Section 3-D, upon the adoption of the budget by a special district the chief executive officer or budget officer of the special district wishing to render its taxpayers eligible for the real property tax freeze must: (i) certify that the budget adopted for the tax year in question does not exceed the tax levy limit; or (ii) if the governing body of the special district has enacted a resolution allowing the special district to override the tax levy limit for the year in question, certify that such resolution was subsequently rescinded;

NOW, THEREFORE IT IS RESOLVED, in order to comply with the requirements of section 3-D the resolution that was adopted by the Port Jefferson Free Library on February 25th 2013, February 24, 2014 are hereby rescinded in its entirety. (Martin;Precht-Loper) Unanimously approved.

## **VIII New Business**

### **A. Policy Committee**

Trustee L. Ballou stated that the Policy Committee met on April 16 to work on the latest policy on Library Policies. The *Library Policies* policy is enclosed in the board packet for its first review. Additional policies to be worked on in the future were also discussed.

### **B. Website Redesign**

Tabled for a future meeting.

## **VII. Library Reports**

### **A. Director/ Personnel**

- Director announced that the Library Budget passed 106 to 9.
- The Long Island Library Conference will be on May 7. Those wishing to attend should let Val know.
- The elevator is finally repaired and was covered by our service contract.

MOTION to accept the resignation of substitute Library Aide, Joanne Gioffre effective April 6, 2015. (Martin;Stapleton) Unanimously approved.

MOTION to switch the Library bank accounts from HSBC Bank to BNB bank. (Martin;Stapleton) Unanimously approved.

## **IX. Correspondence and Communications**

A. Hahn Letter of Congratulations

B. Chamber of Commerce Letter

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

None.

At 8:58 PM there was a MOTION to move the meeting into Executive Session to discuss the personnel matters. (Martin;Precht-Loper) Unanimously approved.

At 10:27 PM there was a MOTION to resume the regular meeting.(Stapleton;Martin) Unanimously approved.

## **XI. Adjournment**

The meeting adjourned at 10:28 PM. (Martin;Stapleton) Unanimously approved.

Respectfully submitted,