

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES**  
**of the**  
**PORT JEFFERSON FREE LIBRARY**  
**held on February 23, 2015     7:00 PM**  
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
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 7:04 PM.

**II. Approval of the Agenda**

MOTION to accept the Meeting's agenda as amended.(Ballou;Prechtl-Loper)  
Unanimously approved.

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

None present.

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

L. Timpanaro stated that Board members had questions regarding Executive Session. She stated that the Board should read through the *Handbook for Library Trustees of NY State*. If you need an additional copy of this handbook please see V. Schwarz. She also mentioned that the Board is getting very busy as we are nearing the end of our 90 day due diligence period and we must keep working together and keep moving forward.

**IV. Approval of Minutes**

MOTION to approve the Minutes for the January Board of Trustee Meeting held on February 9, 2015.  
(Ballou;Prechtl-Loper) 1 Abstention-T. 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 February meeting were reviewed.
  - 1. MOTION to accept the January 2, 2015 (\$12,554.81) January 16, 2015 (\$49,758.72) January 30, 2015 (\$17,778.01) FAO Warrants. (Stapleton;Prechtl-Loper) Unanimously approved.
  - 2. MOTION to accept the January 2, 2015 (\$48,649.76) January 16, 2015 (\$49,254.48) January 30, 2015 (\$48,507.88) Payroll Warrants. (Prechtl-Loper;Stapleton) Unanimously approved.
  - 3. MOTION to accept the January 7, 2015 (\$25,000.00) Capital Warrant. (Prechtl-Loper;Stapleton) Unanimously approved.
  - 4. MOTION to accept the February 23, 2015 (\$72,224.98) Warrant. (Grossman;Prechtl-Loper) Unanimously approved.

A question arose during approval of the warrants about K. Seaman's invoice regarding the closing of the Scented Cottage property. It was decided that the Director shall contact K. Seaman to inquire about a flat fee for the closing ranging from \$900-\$1,200.00.

## 5. 2015-2016 Library Operating Budget

### **MOTION to adopt the following resolution:**

A RESOLUTION ADOPTING A BUDGET FOR THE FISCAL YEAR COMMENCING JULY 1, 2015 AND ENDING JUNE 30, 2016, MAKING APPROPRIATIONS FOR THE OPERATION OF THE PORT JEFFERSON FREE LIBRARY FOR SUCH A PERIOD. WHEREAS, This board has met at the time and place required to deliberate on the proposed operating budget for fiscal year 2015-2016 and heard all persons desiring to be heard thereon; now, therefore, be it RESOLVED, The sum of \$3,000,810.00 be approved for the general use and maintenance of the Port Jefferson Free Library during the fiscal year July 1, 2015-June 30, 2016, which said sum shall be raised by the taxation on the taxable property in Union Free School District #6, and that the Board of Education of said district be authorized and directed to collect said sum as provided by section 416 of the education law.

(Grossman;Ballou) Motion unanimously approved.

## **VI. Unfinished Business**

### **A. Security Cameras**

C. Neubert gave a brief report on which local entities own and monitor security cameras. The library currently has a dedicated camera system within the Library. It was discussed that with a new wireless system, the IP address can be given out for viewing to various agencies if needed.

After the discussion there was a MOTION to approve the Director to spend \$6,000 for an outdoor wireless security camera system.(Stapleton;Grossman) Unanimously approved.

### **B. Policy Committee**

The *Performance Evaluation of the Library Director* policy was reviewed and changes were made. The changes will be posted on Basecamp and will be in March's Board packet for approval at the March meeting.

### **C. Planning**

President L.H.-Timpanaro gave a report on Planning. She would like Patty and Val to be present at all of the Planning meetings to keep things from falling through the cracks. She would also like to see the Board packets put up on Basecamp. There was also a discussion regarding L. Rosner's recommendation to submit an architect's site plan to the Village to see what they would or would not approve.

MOTION to approve the Director to spend up to \$6000 for an Architect to render a site plan for the Scented Cottage property. (Stapleton;Prechtl-Loper) Unanimously approved.

### **D. Board Committees**

MOTION to create the following committees:

**Building Committee** will consist of: L.Hill-Timpanaro, J. Grossman and T. Stapleton.

**Policy Committee** will consist of: C. Neubert, L. Ballou and S.Prechtl-Loper.

(Grossman;Ballou) Unanimously approved.

MOTION to authorize the Building Committee to select the architect for the site plan. (Ballou;Neubert) Unanimously approved.

MOTION to authorize Library Board President Laura Hill-Timpanaro to sign the Contract of Sale for 205 East Main Street. (Prechtl-Loper;Stapleton) Unanimously approved.

MOTION to execute payment to Margot Garant, Esq. as attorney for the sellers of 205 East Main Street \$25,000 required deposit for due diligence on Contract of Sale. (Grossman;Stapleton) Unanimously approved.

MOTION to approve the transfer of \$427,847 from Library General Fund from excess revenue for Fiscal Year 2013-2014 to the Capital Fund for capital projects and improvements. (Neubert;Grossman) Unanimously approved.

## **VII. Library Reports**

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

MOTION to accept the resignation of part-time Security Guard, Brian Connor effective Feb. 25, 2015 and authorize the Director to appoint a quarter-time Security Guard at Step 1-entry level \$17.15/hr. (Stapleton; Precht-Loper) Unanimously approved.

MOTION to change the status of Security Guard, Wayne Maurer from part-time to quarter time.(Neubert;Grossman) Unanimously approved.

### **B. Discussion of part time vacant Librarian position.**

Reviewed and discussed.

## **VIII New Business**

### **A. State Report**

MOTION to approve the Port Jefferson Free Library Annual Report for Public and Association Libraries-2014 as amended. (Grossman;Stapleton) Unanimously approved.

*A demonstration of Basecamp, a web based software to be used by the Board, was demonstrated by R. Goykin.*

## **IX. Correspondence and Communications**

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

None present.

## **XI. Adjournment**

The meeting adjourned at 9:58 PM. (Grossman;Stapleton) Unanimously approved.

Respectfully submitted,

Tracy Stapleton,  
Secretary