

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
of the
PORT JEFFERSON FREE LIBRARY
held on June 22, 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
Lisa M. Ballou	Trustee
Christian Neubert	Trustee
Susan PrechtI-Loper	Trustee
Robert Goykin	Director
Valerie Schwarz	Secretary to the Board
Tashi Hamilton	Asst. to the Business Manager

I. Call to Order

L. Timpanaro called the meeting to order at 7:14 PM.

II. Approval of the Agenda

MOTION to accept the Meeting's agenda as presented. (Martin;Stapleton)
Unanimously approved.

III. A. Comments from the Public

Lifetime resident, library user and friend of the library Sandra Swenk wished to compliment the library on the recent acquisition of 205 E. Main Street property also know as the 1812 property. She is pleased the library has a vision for the space and is concerned about retaining the quality and character of the building. She offered to be on any committee to review its use.

III. B. Comments from the Board

Board President L. Timpanaro thanked her for her statement.

IV. Approval of Minutes

MOTION to approve the Minutes for the May 18, 2015 Board of Trustees Meeting (Martin;Grossman) 1- abstention; T. Stapleton. Motion passes.

V. Financial Reports

- A. Business Manager's Report to Treasurer-given by T. Hamilton.
- 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 May 8, 2015 (\$9,605.66) May 22, 2015 (\$55,002.38) FAO Warrants. (Martin;Grossman) Unanimously approved.
 - 2. MOTION to accept the May 8, 2015 (\$48,979.02) May 22, 2015 (\$48,670.18) Payroll Warrants. (Grossman;Ballou) Unanimously approved.
 - 3. MOTION to accept the June 22, 2015 (\$120,993.81) Warrant. (Martin;Grossman) Unanimously approved.
 - 4. MOTION to accept the May 22, 2015 Capital Warrant (\$3,044.00). (Martin;Grossman) Unanimously approved.

VI. Unfinished Business

A. Planning

A brief Planning report was given by the Director. He stated that the library took possession of the 205 E. Main Street property. There was a discussion regarding how to secure the property. It was decided that the water should be turned off but the electric should be left on. The house should not be "boarded up" but "No Trespassing" signs should be installed. The grounds should be cleaned up by B. Mori. Two Security cameras should be installed. J. Grossman will talk to L. Rosner regarding the back yard bushes and the parking spots. Also briefly discussed was the Request for the Proposal for Architectural Service draft, which was supplied in the packet. Recommended that the board take home the draft and return with questions for the July meeting.

B. Policy Committee Report

L. Ballou gave a brief report on the Policy Committee which met twice since the last board meeting. She stated that the committee received a list of policies which pertain to board meetings from R. Goykin. They will put the information together for the next meeting and keep the board apprised.

VIII New Business

A. Website Committee Report

J. Grossman gave a brief report on the June 12 library website meeting that he attended along with Trustee C. Neubert. He commented that it was a very preliminary meeting. It was not a very advanced concept meeting. C. Neubert noted that he was contacted by Ivy Library regarding what he would like to see on the Library Trustee webpage. He said he will speak to Ivy Library regarding the Trustee webpage.

VII. Library Reports

A. Director/ Personnel

Director discussed the wireless thermostats needed for the library. He stated the cost should be around \$5,000. After discussing the issue, the library board was in favor of replacing the wireless thermostats.

B. Personnel

MOTION to approve the hire of Eve Milusich, Ryan Burger, Kathleen Christ, Ginny Albinson, Emma Schoepfin and William Iasso as Summer Pages at \$8.75 per hour effective June 20, 2015. (Martin;Grossman)
Unanimously approved.

MOTION to approve the hire of quarter time Library Aide, Venus Chavez at \$13.77 per hour beginning June 15, 2015. (Martin;Grossman) Unanimously approved.

MOTION to approve the hire of quarter time Library Aide, Kathy Dempsy at \$13.77 per hour beginning June 23, 2015. (Martin;Ballou) Unanimously approved.

MOTION to approve the hire of quarter time Library Clerk, Mary McNulty at Step 1, \$17.15 per hour beginning June 23, 2015. (Martin;Prechtl-Loper) Unanimously approved.

MOTION to approve a 1.75% increase in the Confidential Administrative Assistant and the Business Manager's salary. Unanimously approve by acclamation.

IX. Correspondence and Communications

X. Comments from the Public

None present.

At 8:47 PM there was a MOTION to move the meeting into Executive Session to discuss the employment history of a particular employee. (Grossman;Martin) Unanimously approved.

MOTION to move the meeting out of Executive Session at 10:04 PM

XI. Adjournment

The meeting adjourned at 10:16 PM.(Grossman;Stapleton) Unanimously approved.

Respectfully submitted,

Tracy Stapleton,
Secretary, Board of Trustees

Recorded by V. Schwarz