

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES**  
**of the**  
**PORT JEFFERSON FREE LIBRARY**  
**held on May 18, 2015 7:00 PM**  
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 (absent with excuse)
Susan PrechtI-Loper	Trustee
Robert Goykin	Director
Patricia Harsch	Business Manager
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 7:07 PM.

**II. Approval of the Agenda**

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

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

None present.

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

H. Martin thanked Administration for the lovely article on Libraries. J. Grossman commented on the Leadership Breakfast being a success and to enjoy the positive energy until other matters (some negative) start coming our way. He said it was a great start. L. Timpanaro had questions regarding the press release that contained information about the Teen Center.

**IV. Approval of Minutes**

MOTION to approve the Minutes for the April 27, 2015 Board of Trustees Meeting (Martin;PrechtI-Loper) 1-abstention; L. Timpanaro. Motion approved.

MOTION to approve the Minutes for the May 4, 2015 and the May 6, 2015 Special Meeting. (Martin;Ballou) 1- abstention; J. Grossman. Motion approved.

**V. Financial Reports**

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

Budget overages were discussed along with the new bank resolution and the recent 5 Auditor's proposals.

B. Comparative Statements of Expenses & Revenue for the month's ending were reviewed.

C. Expenses at a glance for the May meeting were reviewed.

1. MOTION to accept the April 10, 2015 (\$10,736.09) April 24, 2015 (\$54,813.06) FAO Warrants. (Martin;Grossman) Unanimously approved.
2. MOTION to accept the April 10, 2015 (\$48,833.48) April 24, 2015 (\$47,768.88) Payroll Warrants. (Martin;Grossman) Unanimously approved.
3. MOTION to accept the May 18, 2015 (\$52,747.73) Warrant. (Martin;Grossman) Unanimously approved.
4. MOTION to accept the May 18, 2015 Capital Warrant (\$1,392.00). (Martin;Grossman) Unanimously approved.

**VI. Unfinished Business**

**A. Library Auditors RFP**

MOTION to accept the 2014-15 Library Audit proposal from Baldassari & Coster at a cost of \$9,750.00. (Martin;Grossman) Unanimously approved.

## **B. Banking**

MOTION to accept Bridgehampton National Bank (BNB) resolution as presented. (Martin;Grossman) Unanimously approved.

## **C. Policies**

Reviewed for the second time the Policy on Library Policies. L. Ballou gave a brief report on future policies and the library's Bylaws. L. Timpanaro stated that the policy was very well done. She would also like to be a part of the policy meeting on the Bylaw changes.

MOTION to adopt the Policy on Library Policies as presented. (Martin;PrechtI-Loper) Unanimously approved.

## **C. Planning**

Various aspects of the E. Main Street property were discussed. There was a discussion regarding the pending closing date. Mr. Goykin was given directive to communicate to the board and the library attorney regarding critical matters before trying to resolve them on his own.

## **VIII New Business**

### **A. Discussion of Teen Center**

Teen Center discussion tabled.

## **VII. Library Reports**

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

MOTION to hire an entry level substitute custodian at step 1-\$17.15 per hour (Martin;Ballou) Unanimously approved.

## **IX. Correspondence and Communications**

A. Microgrid Letter

## **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 personnel matters. (Grossman;Martin) Unanimously approved.

At 9:37 PM there was a MOTION to resume the regular meeting. (PrechtI-Loper;Grossman) Unanimously approved.

## **XI. Adjournment**

The meeting adjourned at 9:38 PM. (Grossman;Ballou) Unanimously approved.

Respectfully submitted,

Laura Hill Timpanaro,  
President, Board of Trustees

**Recorded by Valerie Schwarz**