

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES**  
**of the**  
**PORT JEFFERSON FREE LIBRARY**  
**held April 19, 2010**  
**100 Thompson Street**  
**Port Jefferson, NY 11777**

**Present**

Mrs. Lisa Acampora	Vice President
Ms. Margaret Cohee	Secretary
Mr. John Cona	Financial Officer
Dr. Wolf Schäfer	Trustee
Mr. Robert Goykin	Director
Mrs. Valerie Schwarz	Secretary to the Board
Ms. Patricia Wojcik	Business Manager

**Other Attendees:** Jeanne Garant, Linda Gavin,  
Suzanne Palmieri, Laura Warren

**Absent with Excuse**

Mrs. Audrey Dombroski	President
Clifford Dittrich	Trustee

**I. Call to Order**

The meeting was called to order at 7:41 PM by Lisa Acampora following a brief presentation of proclamations by Mayor Jeanne Garant to former Trustee, Laura Warren.

Guest speaker Port Jefferson School District Superintendent, Dr. Max Riley spoke on the 2011 School Budget.

**II. A. Comments from the Public**

No comments from the public.

**B. Comments from the Board**

No comments from the Board.

**III. Approval of Minutes**

Amended Minutes of the meeting held March 15, 2010 were approved. (Cohee; Cona)

**IV. Friends Reports**

Linda Gavin reported that on Sunday, April 25 the Friends will host a reception for the Photography Contest Communities Thrive @ Your Library. During National Library Week the Friends held a Silent Auction on Wednesday, April 14. On April 28 the Friends will host the Children's artist, Amal. The Friends next meeting to be held on May 12.

**V. Financial Reports**

- A. Business Manager's Report to Treasurer reviewed and discussed.
- B. Comparative Statements of Expenses & Revenue for the months ending February 2010 reviewed and discussed.
- C. Expenses at a Glance, for March Meeting reviewed and discussed.
- D.     March 5 FAO Warrant (Cona, Cohee) approved  
       March 19 FAO Warrant (Schäfer, Cohee) approved  
       March 5 Payroll Warrant (Schäfer, Cona) approved  
       March 19 Payroll Warrant (Cohee, Schäfer) approved  
       April 19 Warrant (Cona, Cohee) approved

**VI. Statistical Reports**

The Circulation, Technical Services and Computer statistics were included in the packet for review.

## **VII. Reports**

### **A. Director's Report**

#### *Operations*

• In addition to his written report, Director Robert Goykin noted for the minutes that the Library Operating Budget for 2011 passed 96 to 25. He has not heard of any Suffolk County library budget failing this year.

#### *Staff*

• Mr. Goykin stated that he has finished updating the employee handbook. A draft copy was enclosed with the board packet. The Director announced that he would like to create a policy on hiring. He will be bringing in EAP to conduct a workshop for all Department Heads. Department Heads need to communicate better as a group. He also spoke about creating a staff Intranet to be used as a home screen for all staff computers.

### **Building and Grounds**

#### *114 Thompson Street Property*

• Robert Goykin spoke about the recently acquired property located at 114 Thompson Street. He stated the home was inspected by J.C. Broderick an environmental consultant who shall produce a report that will detail any hazards that may exist. The President of the PJ Historical society, Nick Acampora toured the home and felt some of the wood may be beneficial to homeowners in the village with homes from the same time period. Local architect Michael Schwarting was also contacted for information regarding the structure. Jennifer Monahan, Architect toured the premises and remarked that there is nothing in the house worth saving. The Director feels that the library will be able to do more with the property if the house is left standing for now but having the shed removed along with the property cleaned up. Currently there isn't a survey of the property and a topical survey needs to be done at this time.

#### *Miscellaneous*

- Valerie Schwarz attended the Records Management Seminar and is now designated the Library's RMO (Records Management Officer).
- SCLS has purchased new vans and will go from delivering books in canvas bags to plastic bins.
- An update on RFID was given.
- Also noted that SCLS has hired the marketing firm Epoch 5 to help sell library's online databases.
- The Library joined in at the Health and Wellness Fair located at the Village Center. Many Departments participated in getting the booth and publicity together. It served as a model at what the library can do at Community events using team participation.
- An analysis on bus trips and technology programs and instructor list was submitted by Bob Konoski. The Director feels Bob Konoski does a good job with programming. Mr. Konoski utilizes good practices in evaluating the programs and programmers. He exhibits good control of program and supply expenses. He gives us the most bang for our buck! All adult programs and expenses must go through the Programming Librarian Bob Konoski.

## **VIII. Unfinished Business**

### **A. 114 Thompson Street**

The board reviewed and discussed the 114 Thompson Street property.

## **IX. New Business**

### **A. By-Laws Ad Hoc Committee**

The board decided to wait before forming this committee.

## **X. Correspondence and Communications**

A. None

**XI. Comments from the Public**

Laura Warren commented on the Board doing a great job. She feels she has been through much of what the board is presently going through concerning the 114 Thompson Street property. She recommends discussion amongst the board members before it is opened up for discussion with the public. She Thanked the board and the community for the proclamations.

Staff member Suzanne Palmieri commented that parking is dangerous for the employees at the library. Crossing Main Street from the Brookhaven lot is dangerous. A few other staff members who park up Thompson Street have gotten their cars keyed. Her vote would be to making the 114 Thompson Street property a parking lot.

**XII. Adjournment**

On a Motion the meeting adjourned at 11:19 PM. (Schäfer; Cohee passed)

Respectfully submitted,

Margaret Cohee, Secretary

Recorded by:  
Valerie Schwarz