

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
of the
PORT JEFFERSON FREE LIBRARY
held June 22 2009
100 Thompson Street
Port Jefferson, NY 11777

Present

Dr. Wolf Schäfer	President
Mrs. Audrey Dombroski	Financial Officer
Mrs. Lisa Acampora	Trustee
Ms. Margaret Cohee	Trustee
Mr. John Cona	Trustee
Mrs. Tara D'Amato	Library Director
Mrs. Valerie Schwarz	Secretary to the Board
Mr. Stanford Mebus	Treasurer
Ms. Patricia Wojcik	Business Manager
Mr. Bob Johnson	Network & Building Administrator
Mrs. Linda Gavin	Friends of the PJFL, President

Absent with Excuse

Mrs. Laura Warren	Vice-President
Mr. Clifford Dittrich	Secretary

Also Present

Approximately 50 people in attendance which included staff members and library patrons.

I. Call to Order

The meeting was called to order at 7:30 PM by Dr. Wolf Schäfer.

II. Comments from the Public

Dr. Wolf Schäfer welcomed John Cona to the Library Board of Trustees to fill a spot due to J. George's vacated position. Mr. Cona was appointed to the Board until January 2010. At that point he can choose to run to fill a seat on the Board.

Many library patrons along with staff were in attendance at the Meeting. Many patrons took turns speaking-out to show their support for the library staff and their dissatisfaction with staff working without a contract for the past year. Board President Dr. Wolf Schäfer thanked them for their comments. He stated, "everyone is fond of the library and explained this is not the time for a back and fourth discussion."

Dr. Wolf Schäfer then read a statement which was released to the Port Jefferson Record.

(A copy of statement will be attached to these minutes)

III. Approval of Minutes

Amended Minutes of the meeting held May 18, 2009 were approved (Cohee, Dombroski) passed.

IV. Friends Reports

The Friends report for the month of May was read by Linda Gavin. She reported the friends will have their own website (to be completed in July) in addition to the web page link off of the Library's website. The Friends have purchase the newly installed state of the art AED machine. The Olsen family has won the raffle basket for June containing the L.I. Duck's tickets. The welcome baby bags promotion is still ongoing.

V. Financial Reports

- A. Business Manager's Report to Treasurer reviewed and discussed.
- B. Comparative Statements of Expenses & Revenue for the month ending May 2009 reviewed and discussed.
- C. Expenses at a Glance, for June Meeting reviewed and discussed.
- D.
 - 1. Time Sensitive Warrants (May 1) approved. (Cohee, Acampora; passed)
(May 15) approved. (Dombroski, Cohee; passed)
(May 29) approved. (Dombroski, Acampora; passed)
 - 2. Payroll Warrant (May 1) approved. (Acampora, Dombroski; passed)
(May 15) approved. (Dombroski, Cohee; passed)
(May 29) approved. (Cohee, Dombroski; passed)
 - 3. June 22, 2009 Operating Warrant approved. (Dombroski, Cohee; passed)
 - 4. June 22, 2009 Capital Warrant approved. (Cohee, Acampora; passed)

VI. Statistical Reports

The Circulation, Technical Services and Computer statistics were reviewed and discussed. Dr. Schäfer suggested that the library take the pamphlets count out from the periodicals count in the technical services report.

VII. Reports

A. Personnel Report

Part-time Young Adult Librarians Lauren Bernat and Kristin Brewi resigned to pursue other interests. Christopher Steinmann and Mark Basquit hired as new part-time custodians. John Webster Jr. and Larry Dowd hired as new part-time security guards. Lauren Kurtz, Nathaniel O'Neil, Ryan McEwan, Jennifer Arcilla and Emma Cash were hired as the Children's Summer Reading Program pages.

Three part-time librarian positions are currently open.

B. Director's Report

In addition to the Director's Report the Director discussed The Go Green PJ Conference hosted by the Village of Port Jefferson and the Humanities Institute at SUNY Stony Brook. It will take place on November 7, 2009 and the Library will be hosting some green programming during the day.

Director attended the Book Expo America in NYC. The future of publishing and e-publishing a very important topic of the Expo. The need for a wide spread cross platform technology needs to take place.

Director also attended a public hearing on the Village parking changes. She presented the Library's issues on parking and hopes with the new turnover in elected officials they will be more open to the library's causes.

Preparations are beginning for the annual fiscal audit while the library has received its annual insurance audit. No major issues were found and the minor issues are being completed to bring us into compliance. We will be maintaining our status in the low risk pool.

Bob Johnson and I have attended a meeting with the PJ School District regarding the implementation of the 6th grade laptop initiative. A plan to market our available databases to the schools is underway. Dr. Schäfer commented positively with this new relationship with the schools.

The Brookhaven Senior Center has requested another Book club.

Director has connected with an Asian professor who holds both a PHD and MLS. Plans to begin working on a pilot outreach program due to our distinct and growing Asian community.

C. Trustees

At this time board Trustee Peggy Cohee would like to add the item "Board Meeting start time" to new business for the August Meeting Agenda.

VIII. Unfinished Business

A. Library Survey Results

Reviewed and discussed Library survey data as presented.

B. Meal Break Policy

Reviewed and discussed meal break policy. More sample policies are requested by board. This item will be tabled for the August meeting.

IX. New Business

A. Reorganization Chart

Motion to accept reorganization Chart as presented for Library 2009-2010 year. (Dombroski, Acampora; passed)

X. Correspondence and Communications

XI. Comments from the Public

Patron William Reynolds (husband of Circulation Supervisor, D. Reynolds) made a statement about library wages and questioned library's wages and questioned library use of legal counsel and revenue from fines. Staff members E. Schaarschmidt and K. Keegan questioned recently posted quarter-time Librarian positions. Staff member E. Casamassa questioned the health insurance figures provided in Dr. Schafer's statement to the media. Board thanked the audience for their comments regarding operations and responded that the Director and not the Board manage the library.

Motion to move meeting into Executive Session for personnel issues at 10:34 PM. (Cohee, Dombroski; passed)

The meeting came out of executive session at 11:46 PM. (Dombroski, Cohee; passed)

Motion to approve Confidential Secretary's contract with amendments as discussed. (Dombroski, Cohee; passed)

Motion approve amendment to Director's contract. (Dombroski, Cohee; passed)

Motion to accept termination of E. Nicholls. (Cohee, Dombroski; passed)

XII. Adjournment

On a Motion the meeting adjourned at 11:48 PM. (Cohee, Cona; passed)

Respectfully submitted,

Dr. Wolf Schäfer, President

Recorded by:
Valerie Schwarz