

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
of the
PORT JEFFERSON FREE LIBRARY
held December 15, 2008
100 Thompson Street
Port Jefferson, NY 11777

Present

Mr. Jacob George	President
Dr. Wolf Schäfer	Vice President
Mr. Walter Munsch	Financial Officer
Mr. Clifford Dittrich	Secretary
Mrs. Lisa Acampora	Trustee
Mrs. Audrey Dombroski	Trustee
Mrs. Tara D'Amato	Library Director
Mrs. Valerie Schwarz	Secretary to the Board

Absent with Excuse

Mrs. Laura Warren	Trustee
-------------------	---------

Also Present

Mr. Stanford Mebus	Treasurer
--------------------	-----------

I. Call to Order

The meeting was called to order at 7:30 PM by J. George.

II. Comments from the Public

None Present

III. Approval of Minutes

Minutes of the meeting held November 17, 2008 were approved. (Schäfer, Dittrich) passed

IV. Friends Reports

A brief Friends report was given by Tara D'Amato. Tara reviewed the Friends sponsored programs including the recent Children's tea and book signing. The Leon Foster Jones program was also discussed.

At this time Board President Jacob George welcomed back Library Treasurer Stanford Mebus from his recent sick leave.

V. Financial Reports

- A. Business Manager's Report to Treasurer reviewed and discussed.
- B. Comparative Statements of Expenses & Revenue for the month ending November 2008 reviewed and discussed.
- C. Expenses at a Glance, for December Meeting reviewed and discussed.
- D.
 1. Time Sensitive Warrants (November 14 approved. (Dittrich, Schäfer; passed)
(November 28) approved. (Dittrich, Schäfer; passed)
 2. December 15, 2008 Warrant approved. (Dittrich, Schäfer; passed)
 3. Payroll Warrant (November 14) approved. (Schäfer, Dittrich; passed)
 5. Payroll Warrant (November 28) approved. (Schäfer, Dittrich; passed)

VI. Statistical Reports

The Circulation, Technical Services and Computer statistics were reviewed and discussed. It was noted that the Library Circulation is up by over 2,000 items compared to last year.

Also discussed was a new vendor to purchase video games for the children's and Young Adult center. Teens involved in the Youth Advisory committee will help determine the titles and manufacturer.

VII. Reports

A. Personnel Report

At this time the library determined it will postpone any open position for employment. Discussed phasing in cut backs for worst case scenarios with present economic situation.

B. Director's Report

In addition to the Directors Report the Director discussed a meeting she had with the new School Superintendent Dr. Max Rielly. They discussed Literacy Training for librarians and utilizing global resources. At this time Dr. Schäfer expressed his interest and volunteered his services.

An Amazon Kindle was distributed to one board member for research and review. Also noted the carpeting in the meeting room will soon be replaced. Final bids are currently being submitted.

C. Trustees

A brief discussion of the Libraries and their Future program. Dr. Schäfer' was thanked for his role in planning this successful event.

VIII. Unfinished Business

A. SCLS Operating Budget

On a Motion the SCLS 2009 Operating Budget was not approved. (Dittrich, Munsch)

IX. New Business

A. Library Fines

Reviewed and Discussed. Motion to continue the current fines and fees policy. (Dittrich, Schäfer; passed)
Library will continue to collect statistics for study.

X. Correspondence and Communications

XI. Comments from the Public

None present

Motion to move meeting into executive session for personnel issues at 8:54 PM. (Schäfer, Dittrich; passed)
The meeting came out of executive session at 9:59 PM.

XII. Adjournment

On a Motion the meeting adjourned at 10:00 PM. (Schäfer, Dittrich; passed)

Respectfully submitted,

Jacob George, President

Recorded by:
Valerie Schwarz