

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES**  
**of the**  
**PORT JEFFERSON FREE LIBRARY**  
**held June 23, 2008**  
**100 Thompson Street**  
**Port Jefferson, NY 11777**

**Present**

Mr. Jacob George	President
Dr. Wolf Schäfer	Vice President
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**

Mr. Walter Munsch	Financial Officer
Mrs. Laura Warren	Trustee

**Also Present**

Erin Schaarschmidt	Young Adult Librarian
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**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 April 21, 2008 were approved. (\*1 Abs. C. Dittrich)

**IV. Friends Reports**

A brief Friends report was given by Tara D'Amato, Director. She briefly reported on the July 19 Family fair. She also mentioned the success of the Friends' ventures, Beach Books and the Read and Ride Program at the local train station.

*Special Guest-Erin Schaarschmidt-Young Adult Librarian*

Erin gave a brief demonstration of the On-line Summer Reading Club software. She briefly talked about this Summer's YA program *Carnivale*. She also demonstrated how the teens can sign-up and write book reviews from our homepage.

**V. Financial Reports**

- A. Business Manager's Report to Treasurer reviewed and discussed.
- B. Comparative Statements of Expenses & Revenue for the month ending May, 2008 reviewed and discussed.
- C. Expenses at a Glance, for June Meeting reviewed and discussed.
- D.
  - 1. Time Sensitive Warrants (April 4) approved. (Dittrich, Schäfer; unanimous)  
(April 18) approved (Dittrich, Dombroski; unanimous)  
(April 21) approved (Dittrich, Schäfer; unanimous)
  - 2. May 19, 2008 Warrant approved. (Schäfer, Dittrich; unanimous)
  - 3. Payroll Warrant (April 4) approved (Schäfer, Dittrich; unanimous)  
Payroll Warrant (April 18) approved (Schäfer, Dombroski; unanimous)
  - 4. May 19, 2008 Capital Warrant approved. (Dittrich, Dombroski; unanimous)
- E.
  - 1. Time Sensitive Warrants (May 2) approved. (Dittrich, Schäfer,; unanimous)  
(May 16) approved (Schäfer, Dittrich; unanimous)  
(May 30) approved (Dittrich, Dombroski; unanimous)
  - 2. June 23, 2008 Warrant approved. (Schäfer, Dittirch; unanimous)
  - 3. Payroll Warrant (May 2) approved (Schäfer, Dittirch; unanimous)  
Payroll Warrant (May 16) approved (Dittrich, Dombroski; unanimous)  
Payroll Warrant (May 30) approved (Dittrich, Dombroski; unanimous)
  - 4. June 23, 2008 Capital Warrant approved. (Schäfer, Dombroski;passed) \*1-Abs. C. Dittrich

**VI. Statistical Reports**

The Circulation, Technical Services and Computer statistics were reviewed. Of note all of our MP3 players have been checked out and are currently circulating.

## **VII. Reports**

### **A. Personnel Report**

Keri Keegan was hired as a Librarian trainee for the @goodtimes location.

A request from SUNY Stony Brook to participate in their work study program. The Children's Department is interested in having these students at this time.

### **B. Director's Report**

In addition to the Directors Report the Director announced that the entire library is to be commended for their participation in the success of the Summer Reading programs. From custodial set-ups to crafty aides with their artistic decorating abilities, along with circulation for getting the many books checked out. All of our staff has chipped in as a team to get things running smoothly and she is very appreciative.

## **VIII. Unfinished Business**

At this time the Board discussed the recent mortgage payoff as of the June 23 Capital Warrant. Secretary Cliff Dittrich expressed his disapproval in the early payoff expressing that the library has had a valid fiscal plan in place and now, at this point the library presently doesn't have a revised fiscal plan in place.

## **IX. New Business**

Trustee Audrey Dombroski suggested that the library look into renting games for gaming systems such as the wii and Playstation. Perhaps even a gaming program for the wii.

Director gave a brief report on the overdue breakdown in regard to the no fines policy which begins July 1, 2008.

The Board briefly discussed the Library Auditor's letter of engagement. Motion to accept accounting firm of Baldessari & Coster LLP as Library's independent auditors. (Dittrich, Acampora; passed)

Board reminded that June 26 the Library opened its doors for the first time to the public. Activities have been planned for that day.

## **X. Correspondence and Communications**

## **XI. Comments from the Public**

None present

Motion to enter into executive session at 9:25 PM. (Schäfer, Dittrich)

Motion to exit out of executive session at 10:25 PM. (Schäfer, Dittrich)

There were no items to be voted on from Executive Session.

## **XII. Adjournment**

On a Motion the meeting closed at 10:30 PM. (Schäfer, Dittrich)

Respectfully submitted,

Jacob George, President

Recorded by:  
Valerie Schwarz