

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
of the
PORT JEFFERSON FREE LIBRARY
held November 17, 2008
100 Thompson Street
Port Jefferson, NY 11777

Present

Mr. Jacob George	President
Dr. Wolf Schäfer	Vice President
Mr. Walter Munsch	Financial Officer
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. Clifford Dittrich	Secretary
Mrs. Laura Warren	Trustee

Also Present

Mrs. Linda Gavin	President, Friends of the Port Jefferson Free Library
Mr. Robert Johnson	Computer Systems Administrator
Mrs. Suzanne Palmieri	Technical Services Clerk

I. Call to Order

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

II. Comments from the Public

None

III. Approval of Minutes

Minutes of the meeting held October 20, 2008 were approved. (Schäfer, Munsch)

IV. Friends Reports

A brief Friends report was given by Linda Gavin. She discussed the Read and Ride program at the PJ Train station. Also mentioned was the new hanging sign to be hung before the Dickens Festival.

V. Financial Reports

- A. Business Manager's Report to Treasurer reviewed and discussed.
- B. Comparative Statements of Expenses & Revenue for the month ending August 2008 reviewed and discussed.
- C. Expenses at a Glance, for October Meeting reviewed and discussed.
- D.
 - 1. Time Sensitive Warrants (October 3) approved. (Munsch, Dombroski; unanimous)
(October 17) approved. (Munsch, Dombroski; unanimous)
(October 31) approved. (Munsch, Dombroski; unanimous)
 - 2. Payroll Warrant (October 3) approved. (Schäfer, Munsch; unanimous)
Payroll Warrant (October 17) approved. (Dombroski, Acampora; unanimous)
Payroll Warrant (October 31) approved. (Schäfer, Dombroski; unanimous)
 - 3. November 17, 2008 Operating Warrant approved. (Munsch, Schäfer; unanimous)

VI. Statistical Reports

The Circulation, Technical Services and Computer statistics were reviewed and discussed. Noted that the top webhit for the Port Jefferson Library website was the Employment page.

At this time Robert Johnson gave a brief computer demonstration on the bookkeepers computer set-up as recently installed.

VII. Reports

A. Personnel Report

Margaret Smith filled the full time Children's Librarian position. The vacant part-time Children's Librarian position will be left open until the Spring and the beginning of the Children's Summer Reading program.

B. Director's Report

In addition to the Directors Report the Director discussed the Greening of Port Jefferson Symposium where the Library had a booth. A new link was added to the Library's website named Assignment Alert to help the local teachers with providing books and research tools for upcoming projects and assignments.

The The First Baptist Church located on East Main Street is working with us to create more diverse programming during Martin Luther King Day.

Cold Turkey week and Get Caught Reading was discussed where staff will go out into the community to catch children who have pledged to give up TV for the week and read.

A question regarding video games as a circulating collection was brought up by A. Dombroski. Decided that a survey would go out after the holiday season.

C. Trustee Reports

Trustee Walter Munsch distributed his Spread Sheet report regarding the Library's Financial reporting. An overview followed. Library Board was appreciative of his diligence. At this time Trustee Walter Munsch announced that he will not be seeking re-election for his seat at the Trustee Election this upcoming January.

VIII. Unfinished Business

A. SCLS Operating Budget & Trustee Election

Board discussed having the Brookhaven SCLS Trustee attend next meeting to explain budget costs.

IX. New Business

A. Expanding YA Programs to 7th Graders

A letter contained in the board packet, written by 4 Middle School children to expand the YA Center to Middle School children, was discussed. The Board complemented the boys on their letter, and beginning January 2, 2009 the YA Center will include Middle School aged children access to the Center.

B. Invoice for Energy Consultant

Reviewed and discussed the energy consultant. invoice. Motion not to approve payment for Desmond Ryan, energy consultant as submitted by PJ Village. (Munsch;Dombroski;passed)

C. Policy

Smoking Policy has been superseded by NY State Law.

Meeting Room Policy- Reviewed and discussed. Family Policy-Reviewed and discussed. Motion to revise Family Policy as amended (Schäfer;Acampora) passed

X. Correspondence and Communications

XI. Comments from the Public

None present

Motion to move meeting into executive session for personnel issues at 10:05 PM. (Schäfer;Munsch) passed
The meeting came out of executive session at 10:55 PM. (Munsch;Schäfer; passed)

Motion to accept the Director's recommendation to promote 2 staff members, total compensation including any stipends, to be at least 10% above present rate of pay. (Munsch; Dombroski) passed

XII. Adjournment

On a Motion the meeting adjourned at 10:56 PM. (Munsch;Schäfer;passed).

Respectfully submitted,

Jacob George, President

Recorded by:
Valerie Schwarz