

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
of the
PORT JEFFERSON FREE LIBRARY
held April 20, 2009
100 Thompson Street
Port Jefferson, NY 11777

Present

Dr. Wolf Schäfer
Mrs. Audrey Dombroski
Mr. Clifford Dittrich
Mrs. Lisa Acampora
Ms. Margaret Cohee
Mrs. Laura Warren
Mrs. Tara D'Amato
Mrs. Valerie Schwarz

Vice President
Financial Officer
Secretary
Trustee
Trustee
Trustee
Library Director
Secretary to the Board

Also Present

E. Casamassa
K. Greenhalgh
D. Reynolds
G. Lelin
L. Chesley
E. O'Hare
J. Muscardin
S. Palmieri
E. Schaarschmidt

Absent with Excuse

Mr. Jacob George President

Also Present

Dr. Max Riley Superintendent, Port Jefferson School District
Colleen Lipponer Assistant Superintendent for Business
Ms. Patricia Wojcik Business Manager
Stanford Mebus Treasurer
Robert Johnson Computer Network & Building Administrator
Linda Gavin President, Friends of the PJFL

I. Call to Order

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

II. Comments from the Public

Patron Lesley Chesley commented on what an excellent library we have and questioned why there is no contract for the employees. Trustee C. Dittrich replied that, "a contract has been offered and was rejected by the staff." Dr. Wolf Schäfer announced that they were happy with the budget outcome and thanked the staff, trustees and Director for the successful budget during these difficult economic times.

III. Approval of Minutes

Minutes of the meeting held March 16, 2009 were approved (Dittrich, Dombroski) passed. (1-Abs: L. Warren)

IV. Friends Reports

The Friends report given by Linda Gavin. She talked about the Welcome Baskets for Babies program and the monthly basket raffle displayed on the Reference Desk. Friend's next meeting will be on April 29.

At this time, Dr. Max Riley, Superintendent, Port Jefferson School District and Colleen Lipponer, Assistant Superintendent for Business discussed the School Districts upcoming Budget. Hand-outs of the budget were also supplied.

V. Financial Reports

- A. Business Manager's Report to Treasurer reviewed and discussed.
- B. Comparative Statements of Expenses & Revenue for the month ending March 2009 reviewed and discussed.
- C. Expenses at a Glance, for April Meeting reviewed and discussed.
- D.
 1. Time Sensitive Warrants (March 6) approved. (Warren, Dittrich; passed)
(March 20) approved. (Dittrich, Dombroski; passed)
 2. April 20, 2009 Warrant approved. (Dombroski, Dittrich; passed)
 3. Payroll Warrant (March 6) approved. (Warren, Dittrich; passed)
 5. Payroll Warrant (March 20) approved. (Acampora, Dittrich; passed)

VI. Statistical Reports

The Circulation, Technical Services and Computer statistics were reviewed and discussed. It was noted that Juvenile Fiction books were up by 689 items and Juvenile Nonfiction was up by 255 items. While discussing the Computer statistics Bob Johnson gave a brief overview of a newly created web based intranet he has designed for the staff. He also showed us the newly purchased Dell netbook computers that will be at Reference to be loaned out for patron in house use. Open source software was also discussed.

VII. Reports

A. Personnel Report

Currently there have been no changes to the personnel for the month. Part-time Security Guard Mike Cusano resigned his position. The Library has not replaced its current vacant part-time Custodial position.

B. Director's Report

In addition to the Directors Report the Director discussed patron email lists and a new campaign to capture patrons email addresses. The Director stated that the library currently has 25% of its patron's email address. She also spoke about the newly installed credit card swipe machine in the computer lab. Tara also spoke about the newly designed library card key fob. On a final note she commended the staff for all of the hard work put into making the budget so successful.

VIII. Unfinished Business

A. Bus Trip Expense Report

Reviewed bus trip report provided in April packet.

B. Austerity Budget

A motion that the Director assemble, using input from the department heads, the following budget estimates:

1. A bare bones budget without the Good Times area. All personnel to be reassigned to previously held positions and pay grade.
2. A budget without the library opening on Sunday.
3. A budget without the library opening on Sunday or Monday.
4. A budget without the library opening on Sunday, Monday and closing Good Times.
5. Budget with reduced operations. (Dittrich, Schäfer; passed)

B. Policy Review

A number of policies distributed in April packet to be reviewed for future meeting.

IX. New Business

A. Arts Council Grant

Director announced a new program that will begin this summer for Tweens engaged in creative writing. This will be an 8 session workshop paid for in part through a grant. It will appear in the next issue of the Yeoman.

B. Kindle

Kindle reviews distributed in packet. There was a small discussion about the kindle for library usage.

C. NY State Report

A brief announcement from the Director about the NY State report and its use. Motion to accept NY State Report as presented. (Dittrich, Warren; passed)

X. Correspondence and Communications

XI. Comments from the Public

Staff members Doreen, Suzanne, Gerri, Linda, Joann, Erin S. and Kathy G. attended the Board meeting on their own time as observers. Doreen and Erin commented how the Library's 5 Star rating reflects the high quality of work of the staff, and that the budget passing was due to the customer service given by staff. Erin pointed out that PJ was the only library on Long Island to receive a 5 star rating across all service categories, and that this is due to the exceptional efforts of the staff. Kathy Greenhalgh stated that she resented the fact that the Board has "put all the blame for the contract delay" on the staff and that both sides share responsibility for this. She also explained how responsibilities are shared for dealing with circulation processes, with one staff member making phone calls while sitting and the other processing books. Vice President Shafer reminded the public that they cannot discuss these issues at this meeting, they may only to hear what the public comments are, and that the Board takes this input seriously. "

Motion to move meeting into Executive Session for personnel issues at 10:07 PM. (Dittrich, Warren)

The meeting came out of executive session at 11:33 PM. (Dittrich, Warren)

XII. Adjournment

On a Motion the meeting adjourned at 11:34 PM. (Dittrich, Cohee)

Respectfully submitted,

Clifford Dittrich, Secretary

Recorded by:

Valerie Schwarz