

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES**  
**of the**  
**PORT JEFFERSON FREE LIBRARY**  
**held January 19, 2009**  
**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. Laura Warren    | Trustee                |
| Mrs. Tara D'Amato    | Library Director       |
| Mrs. Valerie Schwarz | Secretary to the Board |

**Absent with Excuse**

|                       |           |
|-----------------------|-----------|
| Mrs. Audrey Dombroski | Trustee   |
| Mr. Clifford Dittrich | Secretary |

**Also Present**

|                     |                  |
|---------------------|------------------|
| Mr. Stanford Mebus  | Treasurer        |
| Ms. Patricia Wojcik | Business Manager |

**I. Call to Order**

The meeting was called to order at 7:34 PM by J. George.

**II. Comments from the Public**

None Present

**III. Approval of Minutes**

Minutes of the meeting held December 15, 2008 were approved.(Munsch, Acampora) passed (1 Abs.-L. Warren)

At this time the board was introduced to YA Librarian Kerri Keegan. Kerri is the head of the PJ Environmental Club and the recipient of the SCLA scholarship for 2009. She also is the Young Adult website administrator.

The Next order of business, PJ School District Superintendent, Dr. Max Riley handed out his outline for the district's strategic plan. He spoke in length about this plan with the board.

**IV. Friends Reports**

A brief Friends report was given by Tara D'Amato. The Leon Foster Jones program was also discussed.

At this time Board President Jacob George welcomed back Patty Wojcik from her recent sick leave. A gift was presented to her.

**V. Financial Reports**

- A. Business Manager's Report to Treasurer reviewed and discussed.
- B. Comparative Statements of Expenses & Revenue for the month ending December 2008 reviewed and discussed.
- C. Expenses at a Glance, for January Meeting reviewed and discussed.
- D.
  1. Time Sensitive Warrants (December 12 approved. (Munsch, Schäfer; passed)  
(December 23) approved. (Warren, Munsch; passed)  
(December 26 approved. (Munsch, Acampora passed)
  2. January 19, 2009 Warrant approved. (Munsch, Schäfer; passed)
  3. Payroll Warrant (December 12) approved. (Warren, Acampora; passed)
  5. Payroll Warrant (December 26) approved. (Schäfer, Warren; 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 3,500 items for the month.

## **VII. Reports**

### **A. Personnel Report**

The Director has decided to postpone filling open positions which have become available through attrition.

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

In addition to the Directors Report the Director discussed the 18% State budget cuts for library aid. The library is currently thinking on how to do more with less. With the state budget cuts and increased library use, administrators are re-evaluating their resources. Libraries should be offering the best programs and resources available at more modest costs. Other options to help offset budget cuts would be to revisit library Sunday hours. Discussion on operating the library weekly at 9:00 AM and keeping the library closed on Sundays may be a better solution. An in library survey on preferred library operation hours may be appropriate. Also discussed was the VRC's \$18,000 annual fee and if it is presently being utilized.

### **C. Trustees**

No Trustee Reports

## **VIII. Unfinished Business**

### **A. 2009 Library Operating Budget**

Reviewed and discussed a 0% budget module. Additional information will be presented. Trustee C.Dittrich requested additional information on budget including austerity modules.

### **B. Long Range Planning (March 2009)**

Review and discussed ideas for the long range planning seminar. Dates are still being considered. Location will be Village Center as the first choice followed by the Holiday Inn Express.

## **IX. New Business**

### **A. 114 Thompson Street**

Reviewed and Discussed the idea of purchasing the home located at 114 Thompson Street. Board would like to see more comparisons in regard to the values of vacant lots for building in the area.

Motion to accept the 2009 slate of offices as follows:

President: Jacob George

Vice President: Dr. Wolf Schäfer

Secretary: Clifford Dittrich

Financial Officer: Audrey Dombroski

(Munsch, Warren;passed)

## **X. Correspondence and Communications**

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

None present

Motion to move meeting into executive session for personnel issues at 10:35 PM. (Munsch, Schäfer; passed)

The meeting came out of executive session at 11:02 PM. (Schäfer, Warren; passed)

## **XII. Adjournment**

On a Motion the meeting adjourned at 11:04 PM. (Schäfer, Warren; passed)

Respectfully submitted,

Jacob George, President

Recorded by:  
Valerie Schwarz