

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES**  
**of the**  
**PORT JEFFERSON FREE LIBRARY**  
**held March 16, 2009**  
**100 Thompson Street**  
**Port Jefferson, NY 11777**

**Present**

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

**Absent with Excuse**

Mrs. Laura Warren	Trustee
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**Also Present**

Ms. Patricia Wojcik	Business Manager
Lauren Hubbard	Port Jefferson School District Board Member

**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**

Amended Minutes of the meeting held February 23, 2009 were approved (Dittrich, Dombroski) passed. Board member C. Dittrich, once again asked for information on budget modules reflecting austerity. Minutes of the Special Meeting held February 2, 2009 were approved (Schäfer, Dittrich) passed.

**IV. Friends Reports**

The Friends report for them month of February was in distributed in the monthly board packet.

At the beginning of the financial reports, GASBY accounting practices and the need for actuaries for future library auditing was discussed.

**V. Financial Reports**

- A. Business Manager's Report to Treasurer reviewed and discussed.
- B. Comparative Statements of Expenses & Revenue for the month ending February 2009 reviewed and discussed.
- C. Expenses at a Glance, for March Meeting reviewed and discussed.
- D.
  - 1. Time Sensitive Warrants (February 6 ) approved. (Dittrich, Acampora; passed)  
(February 20) approved. (Dombroski, Dittrich; passed)
  - 2. March 16, 2009 Warrant approved. (Schäfer, Dombroski; passed)
  - 3. Payroll Warrant (February 6) approved. (Dittrich, Schäfer; passed)
  - 5. Payroll Warrant (February 20) approved. (Schäfer, Dombroski; passed)

Trustee C. Dittrich would like to see a debit and credit sheet on bus trip programming. J. George and Dr. W. Schäfer agreed that it was their fiduciary duty to track the bus trip funds. Trustee A. Dombroski spoke about subsidizing bus trip tickets for senior citizens.

**VI. Statistical Reports**

The Circulation, Technical Services and Computer statistics were reviewed and discussed. It was noted that Circulation statistics have increased significantly over the same time last year. While discussing the Computer statistics Trustee C. Dittrich asked about perhaps having a swipe-card to track the computer usage. A redesign of the computer statistics page will be coming soon.

**VII. Reports**

**A. Personnel Report**

Currently there have been no changes to the personnel for the month.

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

In addition to the Directors Report the Director discussed that they have been working on the State report. Director is happy to report that one of the e-resources database that is frequently used costs only \$735 for the subscription. The Library can purchase that database only from the collection as opposed to purchasing the entire collection as in previous years.

Save the date for the First P.J. Round Table for the arts Tertulia (show and tell). It will be held on April 24.

## **C. Trustees**

C. Dittrich requested information on austerity standings for the April Board Meeting.

M. Cohee was questioning the caller ID problems regarding Optimum Voice Customers.

## **VIII. Unfinished Business**

### **A. February Overdue Analysis**

Reviewed and discussed at length the statistics regarding the no fines and overdue items. The bottom line is that the items do come back. Only 1.9% of items are long overdue.

## **IX. New Business**

### **A. Banking**

Motion to close Suffolk County National Bank accounts (Checking), (Payroll Checking) and (Operating Savings) and open TD Bank accounts (Checking), (Payroll Checking) and (Operating Savings) were made. (Schäfer, Dombroski;passed)

Motion to establish a Library Visa credit card account with TD Bank having a maximum credit limit of \_\_\_\_\_ was made. (Dittrich, Acampora;passed)

### **B. Alternatives for Children**

Discussed the organization Alternatives for Children and their relationship with the library. They are a not-for-profit organization that provides quality early intervention, day care and therapeutic preschool programs for the developmentally delayed and are seeking a donation. After a long discussion a motion was passed to donate \$500 to the organization. (Cohee, Dombroski; passed) 1-abstention C. Dittrich

### **C. Effective Libraries**

A power point presentation was give by Director on the *7 Habits of Highly Effective Libraries*. She also handed out a Children's Program attendance sheet and a Library web based survey which she will e-mail to the board members.

Trustee C. Dittrich encourages all Board Members to go to Library Conferences both State and National.

## **X. Correspondence and Communications**

A. K. Verbessy

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

None Present

Question from A. Dombroski about when the Long Range Planning Retreat would be held. It has been moved to late Spring.

Motion to move meeting into Executive Session for personnel issues at 9:55 PM. (Dittrich, Dombroski; passed) The meeting came out of executive session at 10:00 PM. (Dittrich, Dombroski; passed)

On a motion the Board of Trustees renewed the Library Director's contract as presented. (Dittrich, Dombroski;passed)

## **XII. Adjournment**

On a Motion the meeting adjourned at 10:01 PM. (Dittrich, Dombroski; passed)

Respectfully submitted,

Clifford Dittrich, Secretary

Recorded by:  
Valerie Schwarz