

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
of the
PORT JEFFERSON FREE LIBRARY
held August 16, 2010
100 Thompson Street
Port Jefferson, NY 11777

Present

Mrs. Audrey Dombroski	President
Mr. John Cona	Financial Officer
Ms. Margaret Cohee	Secretary
Clifford Dittrich	Trustee
Dr. Wolf Schäfer	Trustee
Mr. Robert Goykin	Director
Mrs. Valerie Schwarz	Secretary to the Board
Ms. Patricia Wojcik	Business Manager

Absent with Excuse

Mrs. Lisa Acampora	Vice President
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I. Call to Order

The meeting was called to order at 7:30 PM by Audrey Dombroski.

II. A. Comments from the Public

No comments from the public.

B. Comments from the Board

No comments from the Board

III. Approval of Minutes

Minutes of the meeting held June 21, 2010 and Special Meeting minutes of August 5, 2010 were approved. (Dittrich;Cohee)

IV. Friends Reports

Linda Gavin reported that the Friends have been busy behind the scenes with requests from librarians for the summer reading program. The Friends purchased framed local aerial views from photographer Stephen Mastrorocco as gifts to the Library and the Director's Office. The Friends will be hosting an instrumental program with a flautist and guitarist in the fall. Their next meeting will be on September 29. Audrey thanked the Friends for all that they do.

V. Financial Reports

- A. Business Manager's Report to Treasurer reviewed and discussed.
- B. Comparative Statements of Expenses & Revenue for the months ending June and July 2010 reviewed and discussed. Noted that the June report is the year end report. Also noted that the auditor was at the library last week conducting the annual audit.
- C. Expenses at a Glance, for August Meeting reviewed and discussed.
- D.
 1. June 11 FAO Warrant (Dittrich, Schäfer) approved
 2. June 25 FAO Warrant (Schäfer,Dittrich) approved
 3. July 9 FAO Warrant (Dittrich, Cohee)approved
 4. July 23 FAO Warrant (Cohee,Dittrich) approved
 5. June 11 Payroll Warrant (Schäfer,Dittrich) approved
 6. June 25 Payroll Warrant (Dittrich, Cona) approved
 7. June 30 Vacation Buy-Back (Schäfer, Dombroski) approved
 8. June 30 Health Rebate (Dittrich, Cona) approved
 9. July 9 Payroll Warrant (Dittrich, Schäfer) approved
 10. July 23 Payroll Warrant (Dittrich, Cona) approved
 11. July 19 Warrant (Schäfer, Dittrich) approved
 12. August 16 Warrant (Dittrich, Cohee) approved

It was decided that an additional key for the lock box will be provided in the event of the treasurer's absence.

VI. Library Reports

A. Director's Report

Along with the written Director's report:

- He and K. Seaman, have revised the Security Guard Job Description and posting. They currently have a few applications and will begin the interview process.
- After 22 years of service, Doreen Reynolds, Circulation Supervisor will be retiring. The Director wished her happiness.

- Mr. Goykin congratulated Children's Librarian, Sarina LaTorre who will be getting married in September.
- Mr. Goykin also mentioned that the Suffolk County Libraries have chosen April 5 as County wide Library Budget Vote Day.
- Printing Costs for the newsletter were discussed as bids were sent out last month.
- The Library's Liability Insurance from Utica has come up for renewal.
- The Director recommends that Trustees attend the *Planning for the Future, Annual Trustee Workshop* on October 14 and also the Annual Legislative breakfast on September 17.
- The new SCLS marketing campaign *Live-brary* was discussed.
- The Director attended a meeting on Friday at the Mayor's Office regarding the LIPA power plant.

Immediately following the Director's report, Children's Librarians Joann Muscardin and Sarina LaTorre gave a brief report on the Children's Department, Summer Reading program and the newly launched Children's web page.

VII. Unfinished Business

A. 114 Thompson Street

Audrey Dombroski stated that the committee has decided that they would like to take down the house and mothball the land for the future. They would like to leave the foundation, and fill in the hole. They discussed taking out the driveway if necessary. They would like the land to look presentable and not dangerous. They want to do this at a minimal cost. It will not be a finished project.

Motion to remove the building at 114 Thompson Street. (Schäfer,Cona;passed)

Mr. Goykin will begin to file for the necessary permits and move forward from there.

VIII. New Business

A. Utica Insurance

Motion to approve the renewal liability Insurance from Utica for \$28,562.29 as presented. (Dittrich,Schäfer;passed)

B. Circulation Supervisor

Motion to fill the position of Circulation Supervisor. (Cohee, Dittrich;passed)

C. Library Budget Vote Date

Motion to set Library Budget Vote date as the same date as other Suffolk County Libraries. Motion failed. (Cona, Dombroski;yes) (Cohee,Dittrich;no) (Dr. Schäfer;abstention)

D. Newsletter Printing

Motion to accept proposal from Sav-on Printing of Mt. Sinai as the Yeoman Newsletter printers

IX. Correspondence and Communications

A. LIONS Club

X. Comments from the Public

None

Motion to move the meeting into Executive Session to discuss matters of personnel at 8:50 PM (Dittrich,Schäfer)

Motion to move the meeting out of Executive Session at 9:41 (Dittrich,Cona)

Motion to approve the NY State Retirement Incentive. Failed (5 opposed)

C. Dittrich commented that they could not make the state requirements to approve the incentive.

XII. Adjournment

On a Motion the meeting adjourned at 9:45 PM. (Dittrich, Cohee)

Respectfully submitted,

Margaret Cohee,
Secretary

Recorded by:
Valerie Schwarz