

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
of the
PORT JEFFERSON FREE LIBRARY
held February 22, 2010
100 Thompson Street
Port Jefferson, NY 11777

Present

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| Mrs. Audrey Dombroski | President |
| Mrs. Lisa Acampora | Vice President |
| Ms. Margaret Cohee | Secretary |
| Mr. John Cona | Financial Officer |
| Dr. Wolf Schäfer | Trustee |
| Mr. Clifford Dittrich | Trustee |
| Mr. Robert Goykin | Director |
| Mrs. Valerie Schwarz | Secretary to the Board |

Public Audience

Geraldine Lelin, Doreen Reynolds,
Suzanne Palmieri, Erin Schaarschmidt

Also Present

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|---------------------|----------------------------------|
| Ms. Patricia Wojcik | Business Manager |
| Mr. Bob Johnson | Network & Building Administrator |
| Mrs. Linda Gavin | Friends of the PJFL, President |

Absent with Excuse

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| Clifford Dittrich | Trustee |
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I. Call to Order

The meeting was called to order at 7:31 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 January 18, 2009 were approved. (Acampora; Cohee)

IV. Friends Reports

The Friends report for the month was read by Linda Gavin. The Friends welcomed new Director Mr. Goykin with an honorary membership. They also received a letter from NYS Attorney General of their charitable/non-profit group acceptance. Linda reported they will be hosting the Homegrown String Band concert on Sunday, February 28. Friends next meeting to be held on February 24.

V. Financial Reports

- A. Business Manager's Report to Treasurer reviewed and discussed.
- B. Comparative Statements of Expenses & Revenue for the months ending January 2010 reviewed and discussed.
- C. Expenses at a Glance, for February Meeting reviewed and discussed.
- D. January 8 FAO Warrant (Cohee, Acampora) approved
January 22 FAO Warrant (Cona, Cohee) approved
January 8 Payroll Warrant (Cona, Acampora) approved
January 22 Payroll Warrant (Cohee, Cona) approved
January 22 Warrant (Cona, Cohee) approved

VI. Statistical Reports

The Circulation, Technical Services and Computer statistics were included in the packet for review.

VII. Reports

A. Director's Report

In addition to his written report, Director Robert Goykin stated that he still needs more time to investigate the outside payroll service. He also mentioned that the Circulation renovation project was almost completed. The snow and ice removal so far this winter has been satisfactory. The discussion then lead into a list of topics that needed to be moved forward.

Literacy Suffolk

As a result of State budget cuts, Literacy of Suffolk is in dire need of financial support. Dr. Wolf Schäfer recommended that the library support this important venture. Motion to support Literacy Suffolk. (Schäfer, Cona;passed) The Director will explore the details with SCLS.

Library Loan Periods and Fines

A discussion on Library loans and fine period was discussed. Motion to explore the possibility of participating in a common loan rule program. (Cona, Schäfer; passed)

Motion not to change the current policy regarding loan rules. (Cona, Cohee;passed)

RFID

The board reviewed and discussed RFID and the benefits of participation in a consortium wide RFID program. Motion to explore the possibility of participating in a consortium wide RFID program. (Cona, Schäfer;passed)

2010-2013 Technology Plan

Reviewed and discussed the 2010-2013 Technology Plan. Motion to accept the Technology Plan. (Schäfer, Cohee;passed)

Library Policy Books

Motion to accept the newly formatted Policy books as the Official Port Jefferson Free Library Policy Book. (Schäfer, Cona;passed)

At this time the Board and Director discussed some dates to schedule the Board Training.

2010-2011 Library Operating Budget

Mr. Goykin then presented the 2010-2011 Library Operating Budget. After review, Motion to accept the 2010-2011 Port Jefferson Library Operating Budget. (Cona, Schäfer;passed)

114 Thompson Street

RESOLVED, that Director Goykin is authorized to execute contract of sale between the Library and GMAC on the matter of prospective purchase of the property located at 114 Thompson Street, Port Jefferson , NY. (Schäfer, Cona;passed) and:

RESOLVED, that Director Goykin is authorized to act as signatory on behalf of the Library for all purposes pertaining to a closing of title and all necessary financial aspects thereof on the on the property located at 114 Thompson Street, Port Jefferson, NY. (Schäfer, Cona;passed)

VIII. Unfinished Business

A. Sexual Harassment Policy

The board reviewed and discussed the revised Sexual Harassment Policy as presented by committee member Margaret Cohee and Lisa Acampora. Motion to accept revised Sexual Harassment Policy as presented. (Cona, Schäfer;passed)

IX. New Business

Ideas for the 114 Thompson Street house were discussed. Decided that Director will get three price quotes for the demolition and grading of house from start to finish.

X. Correspondence and Communications

A. None Included

XI. Comments from the Public

Good night.

Motion to move the meeting into Executive Session at 9:26 PM (Schäfer, Cona)

Motion to move the meeting out of Executive Session at 10:45 (Cona, Cohee)

XI. Adjournment

On a Motion the meeting adjourned at 11:25 PM. (Cohee; Schäfer passed)

Respectfully submitted,

Margaret Cohee, Secretary

