

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
of the
PORT JEFFERSON FREE LIBRARY
held January 18, 2010
100 Thompson Street
Port Jefferson, NY 11777

Present

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

Public Audience

Eileen Casamassa, Geraldine Lelin,
Doreen Reynolds, Suzanne Palmieri,
Erin Schaarschmidt

Also Present

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

Absent with Excuse

Clifford Dittrich	Vice President
Laura Warren	Secretary

I. Call to Order

The meeting was called to order at 7:31 PM by Dr. Wolf Schäfer following the Meet the Candidates session.

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 December 21, 2009 were approved (Dombroski, Cohee; passed) 1-abstention (John Cona)

IV. Friends Reports

The Friends report for the month was read by Linda Gavin. Linda reported that they will be hosting a big musical program in February. No registration will be necessary. Attendees will be asked for canned good donations for the local food banks. Just a reminder that the 2010 Friends membership is underway. The Friends will be organizing local author programs in March. Their next meeting will be on January 27.

Dr. Wolf Schäfer commented, "very good and much appreciated."

V. Financial Reports

A. Business Manager's Report to Treasurer reviewed and discussed. Of note, the Library has spent 52.7% of this year's budget. Interest rates are still very low on library accounts. During the upcoming weeks she will be working on W-2s and quarterly taxes.

B. Comparative Statements of Expenses & Revenue for the months ending December 2009 reviewed and discussed.

C. Expenses at a Glance, for January Meeting reviewed and discussed.

D. December 11 FAO Warrant (Cohee, Acampora) approved
December 24 FAO Warrant (Cohee, Dombroski) approved
December 11 Payroll Warrant (Dombroski, Cohee) approved
December 24 Payroll Warrant (Cohee, Cona) approved
January 18 Warrant (Dombroski, Cona) approved

Discussion about the Library's Xerox® machines. Decided when it comes up for renewal the Xerox® contract will be investigated for better options concerning the library.

Mr. Goykin stated that going forward, as Director he will be investigating all of the library's expenditures.

VI. Statistical Reports

The Circulation, Technical Services and Computer statistics were included in the packet for review. Of note Robert Johnson noted that the Young Adult Center had 290 young adults check out the 9 laptops in December's statistics. Audrey Dombroski questioned why the Children's Room computer usage is much lower versus the Young Adult usage. Robert Johnson replied that the Children's computers had older software programs. The Children need to use headphones with the games. These could both be contributing factors for the difference in usage between the two departments.

Board President, Dr. Wolf Schäfer stated that the board packet statistics are perfunctory. John Cona prefers the visual impact of the graphs. Decided that the statistical reports should explore other forms of presentation. The Director will decide how he would like to include library reports in the future.

VII. Reports

A. Personnel Report

Director Robert Goykin felt it best to postpone any personnel decisions until he has a better understanding of the needs of the library and the impact it will have on the budget.

B. Director's Report

In addition to his written report, Director, Robert Goykin thanked the Board for the opportunity to be the Director for the Port Jefferson Free Library. Mr. Goykin felt this was an very interesting week. He was very happy to report that he had a productive meeting with the Union and feels that they came to terms with all the items pending. He has also been busy working on a preliminary budget. Most of the local libraries are running between a 0 to 3% increase for their 2010 budget. Mr. Goykin had a meeting with the Library Auditor, Al Coster and feels the library is in good financial condition but we must look at our procedures. He states that, "while we meet the requirements for control, I would like to see us exceed requirements for control--stricter control and higher standards."

The Director spoke with SCLS Director, Kevin Verbessey on conducting a Trustee Workshop. He would like to get some dates from the Board for when this would be best.

Question from Peggy Cohee about the search for a treasurer. Board decided they would like clarifications from Al Coster on the different duties that the treasurer should perform.

Question from Audrey Dombroski inquiring if board packets can be completed and ready for pick up a day or two earlier than Friday. Board President Dr. Wolf Schäfer stated that the Board President should meet with the Director about a week before the meeting to discuss the upcoming meeting.

VIII. Unfinished Business

A. Sexual Harassment Policy

The board reviewed and discussed revising the Sexual Harassment Policy. A committee consisting of Peggy Cohee and Lisa Acampora will compile other such policies and work on a revised draft to present to board.

IX. New Business

A. Library Budget Draft

Reviewed and discussed budget drafts submitted by Director Robert Goykin. Board decided they would like to see the Director revise the lower budget presented reflecting a 2.9% increase. Decided that the Budget overview should show the public that salaries are contractual and are increasing at a 3.5% rate but that the Library is keeping the budget at a 2.9% rate increase.

B. Trustee Packet Content and Format

A brief discussion earlier in the meeting during the statistical reports on Board Statistics and packet format. It is a New Year with a new Board President and a new Director. A good time for new changes.

X. Correspondence and Communications

A. Contract District Fee Letters

B. Trustee Article from Port Times Record

XI. Comments from the Public

Staff member Erin Schaarschmidt welcomed the new Director. Staff member Suzanne Palmieri asked a question regarding treasurers. She wanted to know why we have a treasurer on the board but also need to hire a treasurer, have a library auditor and get a payroll service? She also asked if we always have the same auditor? Director, Robert Goykin replied that some of this is required by law in order to meet the accounting standards set forth by NY State. We need to have both an auditor and a treasurer. Dr. Wolf Schäfer states that, "the auditor come to us with increased requests because of new laws. The treasurer we are looking for is a replacement for Mr. Stanley Mebus who left due to illness. The library does not want to get caught short with how we do our finances. The new Director is in charge of this. We have had the same auditors for the past few years. It is a good practice to change auditors after a while."

Audrey Dombroski stated that "she is the Financial Officer not the Treasurer and she is not qualified enough to do the job of the treasurer."

Motion to move the meeting into Executive Session at 9:28 PM (Dombroski, Cohee)

Motion to move the meeting out of Executive Session at 11:22 (Cohee, Dombroski)

Motion to approve the resolution of Personnel matters as outlined in Step A through M in the Report to Trustees Concerning the Resolution of Grievances as compiled by Robert Goykin dated 1/19/2010. (Cona, Cohee;passed)

XII. Adjournment

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

Respectfully submitted,

Peggy Cohee, Secretary

Recorded by:
Valerie Schwarz

