

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
of the
PORT JEFFERSON FREE LIBRARY
held September 20, 2010
100 Thompson Street
Port Jefferson, NY 11777

Present

Mrs. Audrey Dombroski	President
Mrs. Lisa Acampora	Vice President
Ms. Margaret Cohee	Secretary
Dr. Wolf Schäfer	Trustee
Mr. Robert Goykin	Director
Mrs. Valerie Schwarz	Secretary to the Board
Ms. Patricia Wojcik	Business Manager

Absent with Excuse

Mr. John Cona	Financial Officer
Clifford Dittrich	Trustee

I. Call to Order

The meeting was called to order at 7:36 PM by Audrey Dombroski.

II. A. Comments from the Public

Geraldine Lelin, Library employee clarified an error on the evening's agenda. She states that she is retiring rather than resigning.

At this point in the meeting, Audrey Dombroski, President acknowledged Geraldine Lelin and Doreen Reynolds for many years of service at the library and presented them with a book-plated Port Jefferson book and a commemorative plaque.

B. Comments from the Board

The Board congratulated the two retiring employees and wished them success.

III. Approval of Minutes

Minutes of the meeting held August 16, 2010 were not approved. (lacking a voting quorum)

IV. Friends Reports

Linda Gavin handed out PJ Walking maps in which the Friends sponsored ads for Friends of the Library and for the Library. Also of note, the Friends will be hosting an instrumental program with a flautist and guitarist in the fall. The friends also sponsored *Hard Times hit by Long Island Schools* which collected school supplies for the underprivileged students. Friends next meeting will be on September 29. Audrey thanked the Friends.

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. August 6 FAO Warrant (Cohee, Schäfer) approved
August 20 FAO Warrant (Acampora, Cohee) approved
August 6 Payroll Warrant (Schäfer, Dombroski) approved
August 20 Payroll Warrant (Schäfer, Cohee) approved
September 20 Warrant (Dittrich, Cohee) approved

VI. Library Reports

A. Director's Report

Along with the written Director's report:

- Newly hired Security Guards have begun at the Library.
- Congratulations to Linda Gavin who has a new granddaughter.
- Susan Siegel has accepted the position as Senior Clerk of Circulation to begin on October 11.
- Currently looking into new software for the time clock that will consolidate time accrual and payroll.
- The Library's is improving the way items are purchased. Thanks were given to Robert Johnson, Phil Donato, Brian Mori, Chris Steinman, Patty Wocjik and Linda Gavin.
- Director is very proud to have attended the Legislative breakfast with Audrey Dombroski representing the Library.

- The Director noted the Executive Session Quick Reference sheet in the left hand pocket of the packet.
- Annual Meeting and Trustee Election to be held on January 19, 2011.
- The Director attended a meeting regarding the LIPA power plant which was attended by Sen. La Valle.
- The new SCLS marketing campaign *Live-brary* to kick off on September 21.
- The New PJFL website is now live. Valerie Schwarz worked with Librarians to create the new design.
- Sachem, Middle Country and So. Huntington Libraries doing a coordinated testing of a RFID system.

A discussion ensued on the topic of alternative energy after a question from Peggy Cohee was asked. It was agreed upon that this will be a good topic for the library's long term planning venue.

VII. Unfinished Business

A. 114 Thompson Street

Mr. Goykin states that he is still in the process of filing for the necessary permits for taking down the house.

VIII. New Business

A. Library Trustee Election

Calendar provided in packet for Trustee Election. Election date will be Wednesday, January 19, 2011.

B. Library Re-organization

Motion to accept Library Reorganization as presented. (Schäfer, Cohee;passed)

C. Resign/Retire

Motion to accept the resignation of Library aide Miriam Schwietzer (Cohee,Acampora;passed)

Motion to accept the retirement of Library aide Geraldine Lelin (Schäfer, Acampora,passed)

D. Library Aide

Motion to fill vacated Library Aide positions. (Cohee, Acampora;passed)

E. Appointment of Personnel

Motion to accept the Appointment of Personnel consisting of the

Appointment of Circulation Supervisor, Susan Siegal at Senior Clerk Scale, Step 15,

Appointment of Security Guard Cheryl Schiefer at Clerk Scale, Step 1 and the

Appointment of Security Guard Matthew Still at Clerk Scale, Step 1

(Cohee;Acampora,passed)

IX. Correspondence and Communications

A. Mary Haven/Liz Pucci

B. Jacqueline Hull

X. Comments from the Public

None present at this time

Motion to move the meeting into Executive Session at 8:40 PM

(Schäfer,Cohee)

Motion to move the meeting out of Executive Session at 9:01 (Schäfer,Acampora)

XII. Adjournment

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

Respectfully submitted,

Margaret Cohee,
Secretary

Recorded by:
Valerie Schwarz