

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
of the
PORT JEFFERSON FREE LIBRARY
held September 15, 2008
100 Thompson Street
Port Jefferson, NY 11777

Present

Mr. Jacob George	President
Dr. Wolf Schäfer	Vice President
Mr. Walter Munsch	Financial Officer
Mrs. Lisa Acampora	Trustee
Mrs. Audrey Dombroski	Trustee
Mrs. Laura Warren	Trustee
Mrs. Tara D'Amato	Library Director
Mrs. Valerie Schwarz	Secretary to the Board

Absent with Excuse

Mr. Clifford Dittrich	Secretary
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Also Present

Ms. Patricia Wojcik	Business Manager
Mrs. Linda Gavin	President, Friends of the Port Jefferson Free Library
Mrs. Sandra Swenk	

I. Call to Order

The meeting was called to order at 7:30 PM by J. George.

II. Comments from the Public

None

III. Approval of Minutes

Minutes of the meeting held August 18, 2008 were approved. (Dittrich, Schäfer)

IV. Friends Reports

A brief Friends report was given by Linda Gavin Sandra Swenk and Linda spoke about the new sign for the Friends shop. Font size and wording were discussed. Also mentioned was the etching of the door glass to the Main Street shop. They also spoke about moving the goodtimes blue sign to another location.

V. Financial Reports

- A. Business Manager's Report to Treasurer reviewed and discussed.
- B. Comparative Statements of Expenses & Revenue for the month ending August 2008 reviewed and discussed.
- C. Expenses at a Glance, for September Meeting reviewed and discussed.
- D.
 - 1. Time Sensitive Warrants (August 8) approved. (Schäfer, Warren; unanimous)
(August 22) approved. (Munsch, Dombroski; unanimous)
 - 2. September 15, 2008 Warrant approved. (Schäfer, Munsch; unanimous)
 - 3. Payroll Warrant (August 8) approved. (Schäfer, Warren; unanimous)
 - 5. Payroll Warrant (August 22) approved. (Schäfer, Warren; unanimous)

Board sends auditor, Stanford Mebus best wishes while recovering from heart surgery.

VI. Statistical Reports

The Circulation and Technical Services statistics were reviewed and discussed. It was noted that Statistical Circulation data was impacted by a four day system-wide computer outage.

VII. Reports

A. Personnel Report

The open Technical Services Clerk position was filled by substitute Circulation Clerk Cindy Stuart.

B. Director's Report

In addition to the Directors Report the Director discussed the Greening of Port Jefferson Symposium to be held on Saturday, November 8. Children's activities are planned at the library that day. The Middle Schools Environmental Club meets at the Young Adult Center.

The Adult Summer Reading Club was a larger-than-ever success. Book review are posted on our website. Children's Summer Reading Club Party featuring Dino-man was also a huge success along with the YA Battle of the Bands program.

Suffolk Library Directors have met with K. Verbassy to discuss the recent four day County wide database crash which occurred during the week of August 10 to come up with better solutions for handling this type of crisis. Once again, during the Fall the staff will be offered Computer Learning workshops to those who would like to take advantage of them.

C. Staff Reports
Board Evaluation

Dr. Wolf Schäfer gave a report regarding the board evaluation data.

VIII. Unfinished Business

IX. New Business

A. Re-Organization Chart 2009

Motion to accept reorganization chart for 2009 as presented. (Schäfer, Warren; unanimous)

It was discussed that Audrey Dombroski will be an additional signer for the Library's bank accounts.

Tara apprised the Board of Holiday Party being held off-premises on December 20 this year.

X. Correspondence and Communications

XI. Comments from the Public

None present

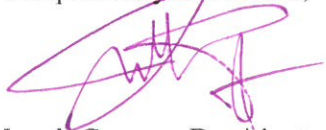
Motion to move meeting into executive session for personnel issues at 9:40 PM. (Warren, Schäfer; passed)
The meeting came out of executive session at 10:50 PM. (Munsch, Schäfer; passed)

Motion to accept the Director's recommendation to continue with the termination of the employee whose status was discussed during executive session. (Munsch, Schäfer; passed)

XII. Adjournment

On a Motion the meeting adjourned at 10:55 PM. (Munsch, Warren;passed).

Respectfully submitted,



Jacob George, President

Recorded by:
Valerie Schwarz