

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
of the
PORT JEFFERSON FREE LIBRARY
held September 21, 2009
100 Thompson Street
Port Jefferson, NY 11777

Present

Dr. Wolf Schäfer	President
Mr. Clifford Dittrich	Vice-President
Mrs. Laura Warren	Secretary
Mrs. Audrey Dombroski	Financial Officer
Mrs. Lisa Acampora	Trustee
Ms. Margaret Cohee	Trustee
Mr. John Cona	Trustee
Mr. Robert Maggio	Acting Director
Mrs. Valerie Schwarz	Secretary to the Board
Ms. Patricia Wojcik	Business Manager
Mr. Bob Johnson	Network & Building Administrator
Mrs. Linda Gavin	Friends of the PJFL, President

Also Present

Eileen Casamassa, Denise Guida, Geraldine Lelin, Joann Muscardin, Doreen Reynolds, Karen Rico, Erin Schaarschmidt, Margaret Smith and Jim Gavin.

Absent with Excuse

Mr. Stanford Mebus	Treasurer
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I. Call to Order

The meeting was called to order at 7:03 PM by Clifford Dittrich.

II. A. Comments from the Public

No comments from the public.

B. Comments from the Board

Margaret Cohee thanked everyone for beginning the meeting at 7:00 PM

III. Approval of Minutes

Minutes of the meeting held August 17, 2009 were approved (Cohee, Warren; passed) 1-abstention (Lisa Acampora)

IV. Friends Reports

The Friends report for the month August was inserted in packet. National Friends of Libraries Week falls in October. The Friends will be sponsoring a book mark contest for children and Young Adults. Local author Richard Brenner is scheduled for a special program in the Children's Department during October.

V. Financial Reports

The Library audit report was distributed by P. Wocjik. The Library auditors will be at the November meeting to discuss their report. Paychex payroll service was cancelled due to the resignation of the Director. Plans to have it reinstated around the new year. Acting Director, Robert Maggio is in process of finding out the Gats by October 15 deadline information. Currently working on the retro. paychecks which should be distributed by Friday, September 25. C. Dittrich commented that if staff spots any errors, the library will make it right.

- A. Business Manager's Report to Treasurer reviewed and discussed.
- B. Comparative Statements of Expenses & Revenue for the months ending August 2009 reviewed and discussed.
- C. Expenses at a Glance, for September Meeting reviewed and discussed.
- D. August 7 FAO Warrant (Warren, Cona) approved
August 21 FAO Warrant (Warren, Cohee) approved
August 7 Payroll Warrant (Warren, Cona) approved
August 21 Payroll Warrant (Dittrich, Warren) approved
September 21 Warrant (Dittrich, Acampora) approved

VI. Statistical Reports

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

VII. Reports

A. Personnel Report

Acting Director, Robert Maggio stated that the vacant library aide positions have been filled. Sharon Zollenberg's status changed from substitute clerk to quarter time clerk. Young Adult Librarian, Nicholas Skolom was terminated during his probationary period. All Library items in Tara D'Amato's possession have been returned to the library.

B. Director's Report

In addition to the Director's Report, Robert Maggio stated that the Library will once again participate in the Village's 2nd Annual Go Green initiative to be held on Saturday, November 7. The library will be providing the Children's Story Teller for the event.

Doreen Reynolds, Linda Gavin and himself went to KI (office Design Center) and also met with Doris Neumann and Audrey Dombroski about the Circulation redesign.

Robert also discussed the impact that the no fines policy is having on the new 3 day loan DVDs. It was decided that they have a report ready for next month on this problem with possible solutions.

VIII. Unfinished Business

YA Center hours

The board discussed the hours with Erin Schaarschmidt. It was decided that the YA Center hours would be changed to open up earlier by one half hour and close one half hour earlier. (9:30 AM-4:30 PM)

IX. New Business

A. Trustee Election Calendar

For informational purposes, Trustee Election Calendar was provided in packet.

B. e-Prep

Reviewed and discussed e-Prep, an online test prep course. Friends will provide half the cost.

Motion to expend \$1,500 towards e-Prep (Dittrich, Acampora;passed) 1-abstention Dr. Wolf Schäfer

C. Library Board Meeting Start Time

Reviewed and discussed Library Board Meeting Start time.

Motion to begin Library Board Meetings at 7:30 PM (Schäfer, Dittrich; passed)

Motion to move the meeting into Executive Session at 8:03 PM (Dittrich, Warren)

Motion to move the meeting out of Executive Session at 8:56 (Dittrich, Warren)

Motion to accept the memo dated 9/22 as presented tonight in total with corrections. (Dittrich, Warren; unanimously passed) *Memo will be attached to the minutes.* C. Dittrich thanked the union representatives for their time today.

Doreen Reynolds asked, "is it official that Erin Schaarschmidt is the YA department head?" C. Dittrich answered, "absolutely."

Motion to move the meeting into the second Executive Session at 9:06 PM (Warren, Cohee)

Motion to move the meeting out of Executive Session at 9:58 (Dombroski, Cona)

Motion to pay Robert Maggio \$250.00 stipend per pay period for assuming the role of Acting Director to begin at the last board meeting (August 17, 2009) for the period of time until a new Director replaces him. (Dittrich, Warren;passed)

X. Correspondence and Communications

A. SCLS Letter

B. C. Dittrich handed around a PA 2010 Confence Brochure. He urged fellow Board members to think about attending.

XI. Comments from the Public

None

XII. Adjournment

On a Motion the meeting adjourned at 10:02 PM. (Schäfer, Cohee; passed)

Respectfully submitted,

Laura Warren, Secretary

Recorded by:
Valerie Schwarz

