

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES**  
**of the**  
**PORT JEFFERSON FREE LIBRARY**  
**held May 17, 2010**  
100 Thompson Street  
Port Jefferson, NY 11777

**Present**

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

**Other Attendees:** Eileen Casamassa, Al Ferrari, Linda Gavin, Geri Lelin, Joann Muscardin, Doreen Reynolds, Erin Schaarschmidt.

**Absent with Excuse**

Mr. John Cona	Financial Officer
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**I. Call to Order**

The meeting was called to order at 7:45 PM by Lisa Acampora.

**II. A. Comments from the Public**

No comments from the public.

**B. Comments from the Board**

Clifford Dittrich commented, "Happy to be Here."

**III. Approval of Minutes**

Amended Minutes of the meeting held April 19, 2010 were approved. (Cohee;Acampora)

**IV. Friends Reports**

Linda Gavin reported that National Library Week photography contest was a success with a total of sixteen participants. Rowland Photographers were the judges and everyone enjoyed the reception that the Friends provided. The Silent Auction had fewer participants than the photo contest. The next Friends meeting will be held on May 12.

**V. Financial Reports**

- A. Business Manager's Report to Treasurer reviewed and discussed.
- B. Comparative Statements of Expenses & Revenue for the months ending February 2010 reviewed and discussed.
- C. Expenses at a Glance, for March Meeting reviewed and discussed.
- D. April 2 FAO Warrant (Dittrich, Acampora) approved
- April 16 FAO Warrant (Dittrich, Acampora) approved
- April 30 FAO Warrant (Dittrich, Cohee) approved
- April 2 Payroll Warrant (Dittrich, Acampora) approved
- April 16 Payroll Warrant (Dittrich, Cohee) approved
- April 30 Payroll Warrant (Dittrich, Acampora) approved
- May 17 Warrant (Dittrich, 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**

- Motion to accept the Director's recommendations to proceed with Library's worker's compensation insurance policy choosing best policy at best price. (Dittrich, Dombroski) passed
- The Director recommended the Board review and discuss the contract district information provided in the packet. He feels they must revisit their position and discuss how future changes could affect the library.

## **Building and Grounds**

### **114 Thompson Street Property**

- Robert Goykin informed the Board that there was a break-in at 114 Thompson Street. The Village Constable explained that there was a small group of people who took the LIRR here, entered the basement and pulverized sheetrock in attempt to sell the powder as drugs. The building has since been secured.
- The custodial crew has begun cleaning, removing debris and trimming back brush to allow more light into the area.
- A survey of the property was enclosed along with the packet. The lead and asbestos reports finally were completed and available for examination.
- The Director will obtain 3 price quotes on the demolition of the property.
- There is an overgrown cedar tree pushing against the original brick building. Mr. Goykin asked if there are any objection to taking it down.
- Director would like to engage the services of an engineer to review and make recommendations regarding the conditions and system in the current library building. He feels it is important to understand the current condition and to anticipate the needs with our existing building before moving forward on the 114 Thompson Street property.

## **Personnel**

- Mr. Goykin reported the resignation of James Hagen, Security Guard. He requested authorization to fill two vacant security positions, the vacant Library Aide position and the page positions.

## **Budget & Finance**

- The Director recommends they hire a Treasurer to review the financial statements and sign checks for the Board.
- A Home Depot credit card under the control of the purchasing department is recommended. The card will be signed in and out by the user who will only make pre-approved purchases.

## **Miscellaneous**

- The new Trustee handbooks were made available to Trustees.
- Valerie Schwarz has attended the second meeting given by the NY State Archives on Records Management.
- Library is trying a new service called "Text a Librarian."

## **VIII. Unfinished Business**

### **A. 114 Thompson Street**

Motion to table this item to after New business. (Cohee;Acampora)

## **IX. New Business**

- A. Motion to approve Baldessari and Coster LLP to conduct our audit at the GASB 45 level as stated in the proposal. (Dittrich;Schäfer;passed)
- B. Motion to have a signature on checks either printed or with a stamp as discussed. (Dittrich, Cohee; passed)  
Motion to have our Director search for a financial auditor to replace the previous Treasurer who will review financial records. (Cohee, Acampora;passed) 1 absention-C. Dittrich
- C. Motion to approve obtaining a Home Depot Credit Card Account to be kept and secured in the library by our purchasing department and signed-out and in for each pre-approved purchase. Robert Goykin, Linda Gavin, Robert Johnson and Phil Donato will be authorized signers. (Dittrich,Acampora;passed)
- D. Discussion of Security issues was tabled until John Cona will be present at meeting.
- E. The Staff Roster-Position Report was reviewed as presented. The Board strongly supports using this report as the official position control.
- F. Discussion to amend the Personnel Policy with language similar to the Trustee Handbook. The Director will supply language to be voted on at the next meeting.
- G. Motion to approve filling the vacant Security, Library Aide and Page positions. (Schäfer, Cohee;passed)
- H. Motion to authorize the Director to search for a firm to assess the condition of the current building and make recommendations for maintenance and improvements. (Dittrich, Dombroski; failed) Two (2 )Abstentions-Acampora, Schäfer. One (1) No-Cohee
- I. Discussion of Library Contract Districts
  - Board briefly reviewed the contract district information provided in packet. More discussion to come at future meetings.
- J. Digital Records
  - After a brief discussion, C. Dittrich recommended that Dr. W. Schäfer become the Library's representative for the PJ Digital Archives and Records. It was suggested that the Library should house it on our premises on one of our servers.

## **X. Correspondence and Communications**

- A. SCLS-Ethernet with Verizon Business

**XI. Comments from the Public**

None Present

Motion to move the meeting into Executive Session to discuss matters of personnel at 10:05 PM  
(Dombroski, Dittrich)

Motion to move the meeting out of Executive Session at 10:49 (Dittrich, Schäfer)

**XII. Adjournment**

On a Motion the meeting adjourned at 10:58 PM. (Cohee, Dittrich)

Respectfully submitted,

Margaret Cohee, Secretary

Recorded by:  
Valerie Schwarz