

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES**  
**of the**  
**PORT JEFFERSON FREE LIBRARY**  
**held August 18, 2008**  
**100 Thompson Street**  
**Port Jefferson, NY 11777**

**Present**

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

**Absent with Excuse**

Mrs. Lisa Acampora	Trustee
Mrs. Audrey Dombroski	Trustee

**Also Present**

Mrs. Linda Gavin	President, Friends of the Port Jefferson Free Library
------------------	---

**I. Call to Order**

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

**II. Comments from the Public**

None present

**III. Approval of Minutes**

Minutes of the meeting held June 23, 2008 were approved. (Dittrich, Schäfer)

**IV. Friends Reports**

A brief Friends report was given by Linda Gavin She briefly reported on the July 19 Family fair. She also mentioned that the Friends will be meeting with the PJ Planning Board to get approval of the swing sign for the 150 E. Main Street location. Currently the Friends are sponsoring a sidewalk sale and 50/50 raffle to raise funds.

**V. Financial Reports**

- A. Business Manager's Report to Treasurer reviewed and discussed.
- B. Comparative Statements of Expenses & Revenue for the month ending June, July 2008 reviewed and discussed.
- C. Expenses at a Glance, for June Meeting reviewed and discussed.
- D.
  - 1. Time Sensitive Warrants (June 13) approved. (Dittrich, Munsch; unanimous)  
(June 26) approved. (Dittrich, Munsch; unanimous)  
(June 27) approved. (Dittrich, Munsch; unanimous)
  - 2. July 21, 2008 Warrant approved. (Dittrich, Munsch; unanimous)
  - 3. Payroll Warrant (June 13) approved. (Dittrich, Munsch; unanimous)
  - 4. Health Rebate (June 26) approved. (Dittrich, Munsch; unanimous)
  - 5. Payroll Warrant (June 27) approved. (Dittrich, Munsch; unanimous)
  - 6. Vacation Buy-Back (June 30) approved. (Dittrich, Munsch; unanimous)
  - 7. July 21, 2008 Capital Warrant approved. (Warren, Munsch; passed) \*1 abs. (Dittrich)
- E.
  - 1. Time Sensitive Warrants (July 11) approved. (Schäfer, Warren; unanimous)  
(July 18) approved (Dittrich, Schäfer; unanimous)  
(July 25) approved (Munsch, Schäfer; unanimous)
  - 2. August 18, 2008 Warrant approved. (Munsch, Dittrich; unanimous)
  - 3. Payroll Warrant (July 11) approved (Warren, Schäfer; unanimous)  
Payroll Warrant (July 25) approved (Warren, Schäfer; unanimous)

**VI. Statistical Reports**

The Circulation, Technical Services and Computer statistics were reviewed. Statistical data on overdue items and the no-fines policy were also discussed.

**VII. Reports**

**A. Personnel Report**

Library Aide Robert Conolly was dismissed from the Library.

Library Technincal Services Clerk Mary Clarke resigned her position to relocate to New Hampshire.

## **B. Director's Report**

In addition to the Directors Report the Director discussed the Old Time Family Faire held in July. She complemented the Friends for all of their hard work. Board commended Librarian Earlene O'Hare for the superb Libray History article that was handed out that day. This same article also appeared in the July 17th Port Jefferson Times newspaper.

A three day County wide database crash occured during the week of August 10. The staff is commended for working through this difficult time.

## **VIII. Unfinished Business**

### **A. Trustee Election Calendar**

Discussion on the reasons the Election Calendar differs from the Budget Vote.

### **B. Strategic Planning**

There was a long discussion on ideas regarding strategic planning. J. George suggested a board retreat including key staff members. C. Dittrich suggested bringing in people outside the library to show us what can be improved. The Director recommended the October 2 Trustee workshop to the Trustees.

## **IX. New Business**

### **A. Proposal to Facilitate focus Groups for 150 E. Main Street**

Board discussed the idea of bringing in a professional to facilitate a focus group. Board supportive of the idea. Additional information on local facilitator wanted.

### **B. 100th Anniversary Symposium**

Programing ideas and venues to commemorate a symposium for the Library's 100 Anniversary year were discussed. More planning is necessary for this event.

### **C. 100th Year Commermorative Artwork proposal**

Samples of local artist S. Cook's desgins were reviewed. Board supports the idea of commisioning an anniversary piece. Board would like some advertising for local artists to compete.

### **D. Library Insurance Renewal Policy**

Motion to renew Library insurance policy as submitted. (Dittrich, Schäfer) approved.

### **E. Construction Grant Proposal**

Reviewed and discussed construction grant proposal for the circulation area and administration offices. Motion to approve the construction grant proposal as submitted. (Dittrich, Schäfer) approved.

## **X. Correspondence and Communications**

## **XI. Comments from the Public**

None present

## **XII. Adjournment**

On a Motion the meeting closed at 11:30 PM. (Dittrich, Schäfer) approved.

Respectfully submitted,

Cliff Dittrich, Secretary

Recorded by:  
Valerie Schwarz