

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
of the
PORT JEFFERSON FREE LIBRARY
held April 21, 2008
100 Thompson Street
Port Jefferson, NY 11777

Present

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

Also Present

Ms. Patty Wojcik	Business Manager
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Absent with Excuse	Mr. Clifford Dittrich, Secretary Mrs. Lisa Acampora, Trustee
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I. Call to Order

The meeting was called to order at 7:31 PM by J. George, President. He then Congratulated the Director and Staff for the success of the Budget Vote. Director stated that it is important for all Board members and Staff to vote for the Budget, absentee ballots are always available if you are away. Decided that the Board will be reminded a few days before the next budget vote.

II. Comments from the Public

None present

III. Approval of Minutes

Minutes of the meeting held March 17, 2008 were approved. (Schäfer, Munsch) Abs:1-George

IV. Friends Reports

Friends report was supplied in packet.

V. Financial Reports

- A. Business Manager's Report to Treasurer reviewed and discussed.
- B. Comparative Statements of Expenses & Revenue for the month ending March 31, 2008 reviewed and discussed.
- C. Expenses at a Glance, for April Meeting reviewed and discussed.
- D.
 1. Time Sensitive Warrants (March 7) approved. (Schäfer, Munsch; unanimous)
(March 18) approved (Warren, Munsch; unanimous)
(March 21) approved (Munsch, Schäfer; unanimous)
 2. April 21, 2008 Warrant approved. (Dombroski, Warren; unanimous)
 3. Payroll Warrant (March 7) approved (Warren, Schäfer; unanimous)
Payroll Warrant (March 21) approved (Warren, Dombroski; unanimous)
 4. April 19, 2008 Capital Warrant approved. (Warren, Schäfer; unanimous)

VI. Statistical Reports

The Board reviewed the Circulation and Technical Services statistical report. Of special note the Library's unbound antique collection of National Geographic Magazines is presently being bound for display in the Adult Reading Room.

VII. Reports

A. Personnel Report

Presently reviewing the Custodial Staff personnel to reflect their current availability. Margaret Smith was hired as a part-time Children's Librarian.

B. Director's Report

In addition to the Director's report, Director commented that the A. Dombroski and herself had a positive meeting with the Elementary school and thanked her for their success.

Also noted that after months of trying, the local newspaper will finally have a buy-line stating that the free wireless at the Village Center is courtesy of Port Jefferson Free Library.

There was also a lengthy discussion about the use of the 150 East Main Street usage, teens and programs.

Many good ideas like teen only bus trips, a middle school survey and a lecture series were discussed.

Director stated that she will personally make it her business to initiate the lecture series for the fall.

At this time L. Warren thanked V. Schwarz for her volunteer work on the Greater Port Jefferson Historical Society's Arts and Antiques Weekend journal and announced to the Board that the Arts and Antiques Weekend will take place this weekend Friday, April 25-Sunday, April 27.

VIII. Unfinished Business

none

IX. New Business

A. NYSUT Negotiation Committee

The negotiation committee will consist of J. George, Dr. W. Schäfer and L. Warren.

B. 2007 State Annual Report

Copies of the 2007 State Annual Report were passed around for review. Motion to approve the 2007 State Annual Report. (Schäfer, Munsch) unanimously passed.

C. Library Registration Policy

A minor change in the Library Registration policy was discussed. Motion to approve the Library Registration Policy as presented. (Schäfer, Munsch) unanimously passed.

X. Correspondence and Communications

Suffolk Historic Newspaper update on digitization project

Greater Patchogue Historical Society commendation letter regarding Librarian Earlene O'Hare

Dorothy Buniski letter.

XI. Comments from the Public

None present

Motion to move into Executive Session at 9:07 PM. (Warren, Schäfer)

XII. Adjournment

The meeting was adjourned on a motion @ 9:28 PM.

Respectfully submitted,

Jacob George, President

Recorded by:
Valerie Schwarz