

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES**  
**of the**  
**PORT JEFFERSON FREE LIBRARY**  
**held February 25, 2008**  
**100 Thompson Street**  
**Port Jefferson, NY 11777**

**Present**

Mr. Jacob George	President
Dr. Wolf Schäfer	Vice President
Mr. Walter Munsch	Financial Officer
Mr. Clifford Dittrich	Trustee
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

**Also Present**

Ms. Patty Wojcik	Business Manager
Arnie Lustig	Patron

**I. Call to Order**

The meeting was called to order by J. George at 7:30 PM who stated that he was pleased to serve as President during such a special year during the Library's 100th anniversary. He thanked all of the members of the Board and the Director, for the roles that they play. He also welcomed the two new incoming members of the Board. Jacob also wanted to thank Kate Thomas and Charlie Backfish for their ten year service to the Board.

**II. Comments from the Public**

Patron Arnie Lustig thanked the Director for her letter response to his questions from last month's Board Meeting, and was happy to see the Library's remaining mortgage has been paid off. Mr. Lustig also mentioned the Friends of the Library and inquired about their financial reporting. He spoke more about the upcoming Budget and feels that the Library should not have any increase forthcoming. He also thinks that the staff should receive a greater longevity raise increment level for the upcoming contract negotiations.

**III. Approval of Minutes**

Amended Minutes of the meeting held January 21, 2007 were approved. (Schäfer, Munsch)

**IV. Staff Reports**

Board reviewed the staff reports. J. George and L. Warren would like to thank the staff for their reports.

**V. Friends Reports**

A brief Friends report was given by Tara D'Amato, Director reported that the Friends have been busy with their Monthly raffle baskets. The Friends will also be busy with the Read and Ride program where books and a cart are left at Port Jefferson railroad station for commuters to utilize.

**VI. Financial Reports**

- A. Business Manager's Report to Treasurer reviewed and discussed.
- B. Comparative Statements of Expenses & Revenue for the month ending January 31, 2008 reviewed and discussed.
- C. Expenses at a Glance, for February Meeting reviewed and discussed.
- D.
  1. Time Sensitive Warrants (January 11) approved. (Schäfer, Dittrich; unanimous)  
(January 25) approved (Dittrich, Munsch; unanimous)
  2. February 25 2008 Warrant approved. (Munsch, Schäfer; unanimous)
  3. Payroll Warrant (January 11) approved (Warren, Schäfer; unanimous)  
Payroll Warrant (January 25) approved (Warren, Schäfer; unanimous)
  4. February 19, 2008 Capital Warrant approved. (Warren, Munsch; unanimous)

**VI. Statistical Reports**

The Board reviewed the Circulation and Technical Services statistical report.

### **VIII Personnel Report**

Karen Rico began her full-time duties in Technical Services. Karen will also serve as PALS Co-coordinator. No other changes to report.

### **IX. Director's Report**

In the interest of time, the Director had no additional information to add to her report besides the fact that Administration is currently working on the State report and the Budget flyer.

### **X. Trustee Reports**

None

### **XI. Unfinished Business**

#### **Children's Librarian's Office Proposal**

Briefly reviewed and discussed the updated plans for the lower level Librarian's office. Motion to approve \$8,746.00 to purchase cabinets and \$5,270.00 for the installation of cabinets. (Dittrich, Dombroski; unanimous)

### **XII. New Business**

#### **Circulation Policy**

Board briefly reviewed and discussed the Circulation Policy and the intended changes. Motion to accept Circulation Policy as presented. (Dittrich, Schäfer; unanimous)

### **XIII. Comments from the Public**

None present

### **XIV.**

SCLS Director, Kevin Verbesey attended the meeting and gave a brief overview of what SCLS is and the role it plays. A good portion of the discussion was also dedicated to the role the Trustee plays.

Trustee Clifford Dittrich made a statement to the Board regarding his opinion over the recent mortgage payoff.

### **XV. Adjournment**

The meeting was adjourned on a motion @ 10:00 PM. (Dittrich, Munsch)

Respectfully submitted,

Clifford Dittrich  
Secretary, Board of Trustees

Recorded by:  
Valerie Schwarz