

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

**Present**

Dr. Wolf Schäfer	President
Mr. Charles Backfish	Vice President
Mrs. Kate Thomas	Financial Officer
Mr. Jacob George	Trustee
Mr. Walter Munsch	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
Mr. Bob Johnson	Administrative Assistant-Network and Building Operations
Mrs. Linda Gavin	President, Friends of the Port Jefferson Free Library
Lisa Acampora	Trustee Candidate
Audrey Dombroski	Trustee Candidate
Arnie Lustig	Patron
Dick Solo	Patron

**Absent with Excuse**

Mr. Clifford Dittrich	Secretary
Mrs. Laura Warren	Trustee

**I. Call to Order**

The meeting was called to order by W. Schäfer at 7:30 PM.

**II. Comments from the Public**

Patron Arnie Lustig handed out a letter he wrote to the Library. He asked that his letter be attached to this month's Library minutes. Mr. Lustig proceeded to say that, "he is a long-time community member and understands that, at this time, the board cannot address his letter."

**III. Approval of Minutes**

Minutes of the meeting held December 17, 2007 were approved. (Thomas, George;passed)

**IV. Friends Reports**

A brief Friends report was given by Mrs. Gavin. She reported that the Friends have begun their Centennial Monthly Raffle that will continue until December of 2008. This month's prize is a reprint of an antique photo courtesy of Port Jefferson Digital Archives and Ken Brady. A Friends membership form was distributed. The next Friends meeting is scheduled for February 27, 2008.

**V. Financial Reports**

- A. Business Manager's Report to Treasurer reviewed and discussed. Motion by J. George, second Kate Thomas to increase Library petty cash to \$300.00 as suggested. (unanimous)
- B. Comparative Statements of Expenses & Revenue for the month ending November 30, 2007 reviewed and discussed.
- C. Expenses at a Glance, for January Meeting reviewed and discussed.
- D.
  1. Time Sensitive Warrants (December 14) approved. (Munsch, Thomas; unanimous)  
(December 17) approved. (George, Munsch; unanimous)  
(December 28) approved. (Backfish, Thomas; unanimous)
  2. January 21, 2007 Warrant approved. (George, Munsch; unanimous)
  3. Payroll Warrant (December 14) approved (Thomas, Backfish; unanimous)  
Payroll Warrant (December 28) approved (Thomas, George; unanimous)
  4. January 21, 2007 Capital Warrant approved. (Munsch, Thomas; unanimous)

## **VI. Statistical Reports**

The Board reviewed the Circulation and Technical Services statistical report. The Computer statistical report was reviewed for the Board by Bob Johnson. Of note the wireless internet usage at the Village Center has been steadily increasing.

## **VII. Reports**

### **A. Personnel**

Denise Guida promoted to Head of Technical Services.

Karen Rico transferred to Technical Services from Circulation. Karen will also serve as PALS Co-coordinator. Eileen Casamassa will replace the full time opening left from Karen Rico's transfer.

Lisa Connelly transferred from Library Aide to Library Circulation Clerk.

Anne Marie Began's status changing from Sub. Library Aide to Part-time Library Aide.

Newly hired to our staff are;

Erin Cesare as a part-time Library Aide

Kerry Anne Crovello as a Sub. Library Aide

Lynn Sule as a part-time Administrative Assistant

After a brief discussion of Personnel shifting, a Motion to approve the personnel changes as described in January's Personnel report. (Thomas, Munsch; unanimous)

### **B. Director**

In the interest of time, the Director kept her report very brief just commenting on the upcoming Library's March "Go Green" campaign.

### **Staff Reports**

#### **Children's Librarian**

Jessica Zappasodi the new full-times Children's Librarian was introduced to the board. Jennifer said a few words and also distributed a sheet outlining her job responsibilities.

### **Operations Report**

Bob Johnson submitted his Network and Building Operations Report for the month of December.

#### **A. Lower Level Office Construction Changes**

Reviewed and discussed the updated plans for the lower level office. Board had a brief tour of the office with more discussion. The Board tabled more discussion for the future.

#### **B. Conflict of Interest Policy Adoption**

Board briefly reviewed and discussed the Conflict of Interest Policy. Motion to accept Conflict of Interest Policy. (Munsch, Thomas; unanimous)

#### **C. 2008-2009 Budget Planning**

Board reviewed various budgets prepared by Director. Scenarios included a 13% increase, (no mortgage payoff included ) a 3% increase, a tax reduction, and a 0% increase. Director's recommendation to approve model with least impact to voters and still compensating staff for good job. It was Directors observation that this is a difficult year for patrons, with recession looming, gas prices etc. and many would be hit hard by any increase at all. The Board discussed the option of paying off the Library mortgage. Motion to pay off the Library mortgage in full. (Munsch, Thomas; unanimous).

After much lengthy discussion about the 2008-09 Library Operating budget a Motion to accept Library Budget with an emphasis on keeping the budget at an increase of 3.6% only. (George, Backfish; passed)1 No-Munsch.

More discussion concerning the Library's unreserved funds. Motion to move \$650,000 from unreserved funds to dedicated funds based on the Library Director's recommendation (Thomas: Backfish;passed) 1 abs-Munsch.

## **IX. New Business**

### **A. Centennial Programs**

Linda Gavin gave a brief report along with Joann Muscardin regarding their plans for the Library's Centennial. One of the items that was discussed was a Victorian Style Country Fair. Also mentioned were ideas for the Young Adults to collect 100 items for donation. Dr. Schäfer discussed his idea for a symposium featuring panel discussion about Libraries/history of the Library. Many more ideas will be coming.

## **X. Correspondence and Communications**

### **B. Fines and Fees**

Trustee C. Backfish wanted to revisit the fines and fee policy at the Library. After a brief discussion, a Motion to have the Library's fines and fee structure re-examined, decreased, eliminated or modified, especially concerning audio-visuals, at the Directors suggestions. (Backfish, Munsch;unanimous)

## **XI. News Items of Interest**

## **XII. Comments from the Public**

None present at this time.

## **XIII. Adjournment**

The meeting was adjourned on a motion @ 11:55 PM.  
(Backfish, George)

Respectfully submitted,

Jacob George  
President, Board of Trustees

Recorded by:  
Valerie Schwarz