

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
of the
PORT JEFFERSON FREE LIBRARY
held March 17, 2008
100 Thompson Street
Port Jefferson, NY 11777

Present

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
Mr. Stanford Mebus	Treasurer

Also Present

Ms. Patty Wojcik	Business Manager
Mrs. Lynn Sule	Business Office Assistant

Absent with Excuse Mr. Jacob George, President

I. Call to Order

On a Motion by C. Dittrich, second by W. Musch the meeting was called to order at 7:26 PM following the 2008- 2009 Budget Information Meeting.

II. Comments from the Public

None present

III. Approval of Minutes

Minutes of the meeting held February 25, 2008 were approved. (Munsch, Dittrich)

IV. Friends Reports

A brief Friends report was given by Tara D'Amato, Director. She briefly reported on the Read and Ride program. . Also noted was the Friends new information and Membership brochure.

V. Financial Reports

- A. Business Manager's Report to Treasurer reviewed and discussed.
- B. Comparative Statements of Expenses & Revenue for the month ending February 29, 2008 reviewed and discussed.
- C. Expenses at a Glance, for March Meeting reviewed and discussed.
- D.
 1. Time Sensitive Warrants (February 8) approved. (Dittrich, Dombroski; unanimous)
(February 22) approved (Dittrich, Acampora; unanimous)
 2. March 17 2008 Warrant approved. (Dombroski, Munsch; unanimous)
 3. Payroll Warrant (February 8) approved (Warren, Munsch; unanimous)
Payroll Warrant (February 22) approved (Warren, Dombroski; unanimous)
 4. March 19, 2008 Capital Warrant approved. (Warren, Dittrich; unanimous)

Motion to transfer \$800,000.00 into a Certificate of Deposit in HSBC bank. (Munsch, Dombroski;unanimous)

VI. Statistical Reports

The Board reviewed the Circulation and Technical Services statistical report. Of special note the Library's Circulation statistics are up for the month of February.

VII. Reports

A. Personnel Report

The status of employees remains the same for the month ending February 2008. The part-time Children's Librarian position still remains open.

B. Director's Report

In addition to the Director's report Director commented that the Staff has raised money for cancer during the Cancer Society's Daffodils for Cancer.

Also noted that the Library began its Go Green campaign on March 3.

The Technical Services is currently re-evaluating how they do things and currently are adding more on-line ordering rather than paper ordering of media.

The Children's Department and the Young Adult Department will be switching their Summer Reading Club on-line software to E-Vance.

A heating compressor for the Conference Room failed and the library has had it replaced.

VIII. Unfinished Business

IX. New Business

Suffolk Wave

A brief demonstration of Suffolk Wave, the Library's downloadable audio and video resource, was given by Director T. D'Amato. The Library's Zen MP3 player was passed around for the board to see. A small group of the Zen MP3 players are available for patrons to check out.

X. Correspondence and Communications

XI. Comments from the Public

None present

XII. Adjournment

The meeting was adjourned on a motion @ 8:50 PM.

(Munsch, Dittrich,)

Respectfully submitted,

Clifford Dittrich
Secretary, Board of Trustees

Recorded by:
Valerie Schwarz