

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
of the
PORT JEFFERSON FREE LIBRARY
held May 19, 2008
100 Thompson Street
Port Jefferson, NY 11777

Present

Mr. Jacob George	President
Mr. Walter Munsch	Financial Officer
Mrs. Lisa Acampora	Trustee
Mrs. Tara D'Amato	Library Director
Mrs. Valerie Schwarz	Secretary to the Board

Also Present

Ms. Patty Wojcik	Business Manager
------------------	------------------

Absent with Excuse	Dr. Wolf Schäfer
	Mr. Clifford Dittrich, Secretary
	Mrs. Audrey Dombroski, Trustee
	Mrs. Laura Warren
	Mr. Stanford Mebus, Treasurer

I. Call to Order

The meeting was called to order at 7:31 PM by J. George. Lacking a quorum, a 5 minute wait was used in hopes of a realizing a quorum. After 5 minutes, J. George noted that a quorum would not materialize and this meeting would be for information purposes only and no motions would be approved.

II. Comments from the Public

None present

III. Approval of Minutes

Minutes of the meeting held March 17, 2008 were approved and tabled for the meeting in June,

IV. Friends Reports

Friends report was supplied in packet. Of note, Sandra Swenk and friends are presently trying to get approval for a new sign for the @goodtimes location.

Special Guest-Denise Guida

Head of Technical Services-Denise Guida gave a brief report on Technical Services, and the role they play within the Library.

V. Financial Reports

None of the financial warrants were approved. A brief financial report was given by P. Wojcik. The warrants are tabled for the June 23 meeting.

VI. Statistical Reports

The Circulation, Technical Services and Computer statistics were reviewed. Of note a new report to track the overdue items has been added to the Statistical Reports.

VII. Reports

A. Personnel Report

Presently a part-time Young Adult position is open to fill the resignation of Kathy Welch.

B. Director's Report

No additions to Director's Report

VIII. Unfinished Business

none

IX. New Business

A. Event Keeper Calendar

A hands-on computer demonstration of the Library's on-line Event Keeper Calendar was given by Adult Librarian Robert Konoski. He demonstrated how the calendar's interface is easy to use and streamlines all of the program information from booking the room to displaying the program on the website for patrons.

B. Village Contract with Library

A discussion about the Power plant study and the PJ municipalities ensued. More information about the proposed company that the Village recommends is needed.

C. Proposed Construction Committee

NY State will fund one half of construction costs for Library construction. This is a good opportunity for the Library if they would like to engage in a project this year. Some good suggestions would be; upgrades in the downstairs meeting room including new updated AV items, Meeting Room divider doors and upgraded carpets and lighting. Also suggested was to reconfigure the circulation area to better utilize the small cramped working areas.

D. Library Roles Survey

A fact finding survey to help determine the roles of public libraries in the community was distributed in board packet. Decided that the survey would be electronically sent to J. George then routed through him to the other board members.

X. Correspondence and Communications

Village symposium on Going Green

Friends donation letter

XI. Comments from the Public

None present

XII. Adjournment

The meeting closed at 9:15 PM.

Lacking a quorum, not an official meeting minute.

No signature needed

Valerie Schwarz