

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES**  
**of the**  
**PORT JEFFERSON FREE LIBRARY**  
**held October 20, 2008**  
**100 Thompson Street**  
**Port Jefferson, NY 11777**

**Present**

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

**Absent with Excuse**

Mr. Clifford Dittrich	Secretary
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**Also Present**

Mr. Al Coster	Library Auditor
Ms. Patricia Wojcik	Business Manager
Mrs. Linda Gavin	President, Friends of the Port Jefferson Free Library

**Public**

Mrs. Sandra Swenk, Doreen Reynolds, Geraldine Lelin, Arnold Lustig

**I. Call to Order**

The meeting was called to order at 7:35 PM by J. George.

**II. Comments from the Public**

Mr. Lustig commented on the future budget and the tough economic times ahead. He also spoke on the current employee contract negotiations.

**III. Approval of Minutes**

Minutes of the meeting held September 15, 2008 were approved. (Schäfer, Warren) passed

**IV. Friends Reports**

A brief Friends report was given by Linda Gavin. She spoke about the new sign for the Friends shop. The sign should be in place by the Dickens festival. She also mentioned that the outdoor goodtimes blue sign will be moved inside within the building.

Due to time constraints Agenda item IXA. was addressed at this time.

Al Coster ( Baldessari & Coster LLP) annual audit report reviewed, discussed and accepted.

**V. Financial Reports**

- A. Business Manager's Report to Treasurer reviewed and discussed.
- B. Comparative Statements of Expenses & Revenue for the month ending September 2008 reviewed and discussed.
- C. Expenses at a Glance, for October Meeting reviewed and discussed.
- D.
  1. Time Sensitive Warrants (September 5) approved. (Schäfer, Warren; passed)  
(September 19) approved. (Schäfer, Acampora; passed)
  2. October 20, 2008 Warrant approved. (Dombroski, Schäfer; passed)
  3. Payroll Warrant (September 5) approved. (Schäfer, Warren; passed)
  5. Payroll Warrant (September 19) approved. (Munsch, Schäfer; passed)

**VI. Statistical Reports**

The Circulation, Technical Services and Computer statistics were reviewed and discussed. It was noted that the Library Circulation throughout the County is up.

Also discussed was the new spine labeling system for all of the Library's fiction books.

**VII. Reports**

**A. Personnel Report**

Full Time Children's Librarian Jessica Zappazodi's last day was Oct. 9. Children's Librarian, Margaret Smith has accepted the full time position.

## **B. Director's Report**

In addition to the Directors Report the Director discussed a meeting she and B. Johnson attended with the Director of Technology of the Port Jefferson School District.

A county-wide homework live tutoring web site hosted with certified teachers will become operational in January 2009. Also discussed were many of the upcoming library programs including: The Future of Public Libraries moderated by Dr. Wolf Schäfer, Creative Writing for Tweens and a Leon Foster Jones presentation.

## **VIII. Unfinished Business**

### **A. Board Retreat/Strategic Planning**

Separate Booklet for Planning was reviewed. Decided that retreat should be held in February 2009.

### **B. Update on Program Analysis**

Data sheets on programming reviewed and discussed.

### **C. Update on Renovation Proposal (Circulation)**

At this time the board would like additional information from Architect.

## **IX. New Business**

### **A. Library Financial Statement, 2008**

Al Coster ( Baldessari & Coster LLP) annual audit report reviewed, discussed and accepted.

### **B. Materials Selection Policy**

Board reviewed and discussed Materials Selection Policy as presented. On a Motion the Board accepted the Materials Selection Policy as presented. (Schäfer, Warren) passed

### **C. Verizon Telecommunications Upgrade**

Director advised board the Verizon would soon be upgrading the library's telecommunications line. The library would be responsible for their portion of the work inside the library.

## **X. Correspondence and Communications**

### **A. SCLS Draft Operating Budget**

Board would like additional information on SCLS Operating Budget.

### **B. Relevant News Items**

Board was apprised of the Smithtown Library Budget failure.

## **XI. Comments from the Public**

None present

Motion to move meeting into executive session for personnel issues at 10:50 PM. (Warren, Schäfer; passed)  
The meeting came out of executive session at 11:45 PM.

## **XII. Adjournment**

On a Motion the meeting adjourned at 11:55 PM.  
Respectfully submitted,

Jacob George, President

Recorded by:  
Valerie Schwarz