

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
of the
PORT JEFFERSON FREE LIBRARY
held August 17, 2009
100 Thompson Street
Port Jefferson, NY 11777

Present

Mr. Clifford Dittrich	Vice-President
Mrs. Laura Warren	Secretary
Mrs. Audrey Dombroski	Financial Officer
Ms. Margaret Cohee	Trustee
Mr. John Cona	Trustee
Mr. Robert Maggio	Acting Director
Mrs. Valerie Schwarz	Secretary to the Board
Mr. Stanford Mebus	Treasurer
Ms. Patricia Wojcik	Business Manager
Mr. Bob Johnson	Network & Building Administrator
Mrs. Linda Gavin	Friends of the PJFL, President

Absent with Excuse

Dr. Wolf Schäfer	President
Mrs. Lisa Acampora	Trustee

Also Present

Approximately 50 people in attendance which included staff members and library patrons.

I. Call to Order

The meeting was called to order at 7:33 PM by Clifford Dittrich.

Motion to accept the ratification of the Memorandum of Agreement (Warren, Dombroski;passed)

II. A. Comments from the Public

Many library patrons along with staff were in attendance at the Meeting. Many patrons took turns speaking-out once again, to show their support for the library staff and their dissatisfaction regarding the staff working without a contract for the past year. There were also questions regarding salaries, foil requests and construction bids. At one point Union President, Doreen Reynolds spoke on behalf of the union regarding contract issues. Sharon Zollenberg spoke regarding her salary and how her library paycheck is being handled. Library Board Vice President Clifford Dittrich thanked all of them for their comments.

B. Comments from the Board

During this time Vice President Clifford Dittrich answered most of the questions that came up during the Comments from the Public section. He also informed the public that Library Director Tara D'Amato tendered her resignation. She has been in communication with us concerning pending issues. She does have Lyme Disease and is on ordered bed rest. The Board thanks her for the industrious changes she has made. The Board appreciates her work and ideas and wish to thank her publicly. C. Dittrich appointed Robert Maggio as the Acting Director of the Library. Mr. Dittrich also responded to Doreen Reynolds comments and agreed that staff does work hard and deserves a fair salary. The Board is here to protect the Community and employees. Anything we agree to is at a cost of inflation. He shares their concerns and takes responsibility. He further stated that he is intent to have the percentage-step checks asap. He explained that auditors were here and the checks needed to be approved for the correct amount. They will be given out after the meeting.

III. Approval of Minutes

Minutes of the meeting held June 22, 2009 were approved (Dombroski, Warren) passed.

Minutes of the Special meeting held July 20, 2009 were approved (Dombroski, Cohee) 1-abstention (Laura Warren) passed.

IV. Friends Reports

The Friends report for the month(s) June and July were read by Linda Gavin. Of particular note was that the Friends application for Federal Tax exempt status was granted which means contributions to the Friends are now tax deductible under section 170 of the code. Trustee Laura Warran stated that she understands how difficult it is to achieve this status, and commended the Friends for this monumental achievement.

V. Financial Reports

A. Business Manager's Report to Treasurer reviewed and discussed.

Board also discussed the idea of having Paychex administer payroll. Trustee Audrey Dombroski will look over the Paychex's contract in the upcoming week. Motion to have Paychex become the library's payroll administrator. Passed (Warren, Dittrich)

B. Comparative Statements of Expenses & Revenue for the months ending June & July 2009 reviewed and discussed.

C. Expenses at a Glance, for August Meeting reviewed and discussed.

D. JUNE 12 FAO Warrant (Warren, Dombroski) approved
JUNE 26 FAO Warrant (Warren, Dombroski) approved
JULY 10 FAO Warrant (Warren, Dittrich) approved
JULY 24 FAO Warrant (Cohee, Cona) approved
JUNE 12 Payroll Warrant (Dittrich, Cohee) approved
JUNE 26 Payroll Warrant (Dittrich, Dombroski) approved
JUNE 30 Vacation. Buy BB (Dittrich, Cohee) approved
JUNE 30 Health Rebate (Dittrich, Cohee) approved
JULY 10 Payroll Warrant (Dittrich, Warren) approved
JULY 24 Payroll Warrant (Dittrich, Warren) approved
JULY 24 Capital Warrant (Warren, Cona) approved
JULY 22 Warrant (Cohee, Dombroski) approved
AUGUST 17 Warrant (Dittrich, Cona) approved
Retroactive Step Pay (Dittrich, Warren) approved

VI. Statistical Reports

The Circulation, Technical Services and Computer statistics were included in packet for review.

VII. Reports

A. Personnel Report

Young Adult Librarian Erin Schaarschmidt had questions regarding quarter time librarians and hiring replacements along with Library Aide supervisor, Linda Gavin. Clifford Dittrich replied that it will be taken care of as soon as possible, see Robert Maggio, Acting Director.

At this time board Secretary Laura Warren stated how much they appreciate the monthly Library reports. We appreciate you doing them and we read them. It keeps us current on what is happening at the library. Clifford Dittrich mentioned if they have any suggestions for good programs to pass it along to the Board.

Bob Johnson gave his Network and Building Operations Report along with the Computer and Technology Statistical report. Of note the patron computer lab will be getting new computers shortly.

B. Director's Report

VIII. Unfinished Business

IX. New Business

A. Library Board Meeting Start Time

Reviewed and discussed Library Board Meeting Start time.

Motion to begin Library Board Meetings at 7:00 PM (Cohee, Dombroski; passed)

X. Correspondence and Communications

XI. Comments from the Public

Supervisor of Library Aides, Linda Gavin asked a few questions regarding staffing issues, and projects already underway. C. Dittrich advised her that they will go forward and to see Robert Maggio. Suzanne Palmieri had questions regarding if confidential information was in the home of Tara D'Amato. C. Dittrich informed her that it will be looked into.

At this point Doreen Reynold President of the Port Jefferson Free Library Staff Association made a statement regarding fairness in the workplace. A copy of her statement is attached to these minutes.

Motion to move meeting into Executive Session for personnel issues at 9:20 PM. (Warren, Cohee; passed)

The meeting came out of executive session at 10:00 PM. (Cohee, Warren; passed)

XII. Adjournment

On a Motion the meeting adjourned at 10:08 PM. (Cohee, Cona; passed)

Respectfully submitted,

Laura Warren, Secretary

Recorded by:
Valerie Schwarz

