

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES**  
**of the**  
**PORT JEFFERSON FREE LIBRARY**  
**held December 21, 2009**  
**100 Thompson Street**  
**Port Jefferson, NY 11777**

**Present**

Dr. Wolf Schäfer	President
Mr. Clifford Dittrich	Vice-President
Mrs. Laura Warren	Secretary
Mrs. Audrey Dombroski	Financial Officer
Mrs. Lisa Acampora	Trustee
Ms. Margaret Cohee	Trustee
Mr. Robert Maggio	Acting Director
Mrs. Valerie Schwarz	Secretary to the Board

**Absent with Excuse**

Mr. John Cona	Trustee
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**Also Present**

Ms. Patricia Wojcik	Business Manager
Mr. Bob Johnson	Network & Building Administrator
Mrs. Linda Gavin	Friends of the PJFL, President

**I. Call to Order**

The meeting was called to order at 7:31 PM by Dr. Wolf Schäfer.

**II. A. Comments from the Public**

No public present.

**B. Comments from the Board**

None

**III. Approval of Minutes**

Minutes of the meeting held November 16, 2009 were approved (Cohee, Acampora; passed)

**IV. Friends Report**

The Friends report for the month was read by Linda Gavin. Linda reported that the Friends planned the Charles Dickens Curiosity Shop at the Book Store during the Dickens Weekend. Program arrangements have been made to have the Homegrown String Band in February. She reminded Trustees that their membership application brochure is in their packet. On behalf of the Friends she wished the Board members a happy holiday and New Year. She also mentioned that the calendars by each trustee seat is a gift from the Friends of the Library.

The next meeting of the Friends will be February 27.

Board President Dr. Wolf Schäfer thanked Linda for all of the work the Friends perform and acknowledged the gift of the Calendar. He also asked Linda to remind the Board when they have not paid their dues.

**V. Financial Reports**

A. Business Manager's Report reviewed and discussed. Of note, the Library budget is already 50% spent with a remaining 7 months of the fiscal year remaining. The Library has received the invoice for the Annual Retirement. It was discussed that the health Insurance premiums for the staff should be implemented in January 2010.

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

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

D. November 13 FAO Warrant (Dittrich, Warren) approved  
November 27 FAO Warrant (Warren, Cohee) approved  
November 13 Payroll Warrant (Warren, Dittrich) approved  
November 27 Payroll Warrant (Dittrich, Acampora) approved  
December 21 Warrant (Acampora, Dittrich) approved

## **VI. Statistical Reports**

The Circulation, Technical Services and Computer statistics were included in packet for review. Discussion concerning computer statistics usage. Robert Johnson shall compile a graph with the computer statistics looking for trends in usage.

## **VII. Reports**

### **A. Personnel Report**

Acting Director, Robert Maggio stated that there were no new hires for the month of November.

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

Acting Director, Robert Maggio stated that Linda Gavin has taken custody of the library's credit card. He also mentioned that once again the library was rated a 5 star library by the Library Journal. Robert noted the new signage and campaign to notify the patrons of the upcoming revised DVD fine structure.

Also discussed was the snow plowing by the Village and the Library during the recent December 19 blizzard. It was decided that Robert Johnson and Robert Maggio will draft a letter to the Village with their concerns.

## **VIII. Unfinished Business**

### **A. Credit Card Management**

Discussed the recent changes in the Credit Card management and purchasing agents control. Decided that there should also be an additional card in the Director's name along with a safe in his office for times when purchasing agent is unavailable for immediate purchases.

Vice President Clifford Dittrich spoke about the library's contract districts and how at one point they will build their own library. This is an issue that would have serious impact on the Port Jefferson Library and needs to be monitored.

### **B. "Odor Policy"**

The Port Jefferson Free Library does not have an "odor policy." The discussion of the wrongly named "odor policy" resulted in a modification of the Policy Statement Governing Library Use and Maintenance of Public Order. The Library's Policy Statement Governing Library Use and Maintenance of Public Order was reviewed and discussed in great length. Motion to revise number two in said policy to state, "Patrons shall not engage in any activity which disrupts other patrons proper use of the Library." (Dombroski, Cohee;passed)

## **IX. New Business**

### **A. SCLS Budget**

Reviewed the SCLS Budget provided in packet. Decided that the Board would like to have detailed explanation for the rational increase for the Port Jefferson Free Library. Motion to support the SCLS Budget for 2010. (Dittrich,Warren;passed)

Before nominations for Board Officers began Vice President Clifford Dittrich wished to make a statement. He states that he has been on Boards on the local, state and nation levels for over many years. He has retired from teaching and bought a new home in Myrtle Beach. He feels at this time he would like to step down from being an officer. If possible (and the Board can find a suitable replacement for his Trustee position) he would welcome being replaced.

President Wolf Schäfer also commented at this time that he would not be an officer for the upcoming year after being on the Board for almost ten years. He does not plan to run for the Library Board after this year.

Laura Warren made a statement that the Board is changing and the new Trustees and Officers will find their way. She will be local to help in any way she can. She also spoke about the idea of the Board reducing in size through attrition from 7 to 5 Trustees.

## **B. 2010 Board Officer Nominations**

Dr. Wolf Schäfer nominated the following slate for 2010 Board Officers. Second by Clifford Dittrich.

Audrey Dombroski-President

Lisa Acampora-Vice President

John Cona-Financial Officer

Margaret Cohee-Secretary

## **C. December 21 Discard List**

Reviewed and discussed December 21 discard list.

Motion to accept December 21 discard list as presented. (Dittrich, Warren; passed)

## **D. Sexual Harassment Policy**

The Sexual Harassment policy will be enclosed in the January packet for review.

At this time, newly hired Library Director Robert Goykin signed his contract. Motion that the Port Jefferson Library Board of Trustees accepts and approves the contract of the new Port Jefferson Library Director, Robert Goykin. (Dr. Wolf Schäfer; Laura Warren) unanimously approved.

## **X. Correspondence and Communications**

**A.** Materials Resource Center

**B.** AARP Safety Class

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

None

Motion to move the meeting into the second Executive Session at 10:05 PM (Dittrich, Dombroski)

Motion to move the meeting out of Executive Session at 10:42 (Warren, Dittrich)

Motion to approve the amendment to the Confidential Secretary's contract to reflect the changes that the current union contract reflects starting from July 1, 2009. (Dittrich, Dombroski;passed)

## **XII. Adjournment**

On a Motion the meeting adjourned at 10:52 PM. (Warren, Dittrich; passed)

Respectfully submitted,

Laura Warren, Secretary

Recorded by:

Valerie Schwarz

