

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
of the
PORT JEFFERSON FREE LIBRARY
held February 23, 2009
100 Thompson Street
Port Jefferson, NY 11777

Present

Mr. Jacob George	President
Dr. Wolf Schäfer	Vice President
Mr. Clifford Dittrich	Secretary
Mrs. Lisa Acampora	Trustee
Ms. Margaret Cohee	Trustee
Mrs. Laura Warren	Trustee
Mrs. Tara D'Amato	Library Director
Mrs. Valerie Schwarz	Secretary to the Board

Absent with Excuse

Mrs. Audrey Dombroski	Financial Officer
-----------------------	-------------------

Also Present

Mr. Stanford Mebus	Treasurer
Ms. Patricia Wojcik	Business Manager

Staff members in attendance: Eileen Casamassa, Linda Gavin, Doreen Reynolds and Erin Schaarschmidt

I. Call to Order

The meeting was called to order at 7:30 PM by J. George.

II. Comments from the Public

D. Reynolds welcomed the newly elected Board Member M. Cohee.

III. Approval of Minutes

Amended Minutes of the meeting held January 19, 2009 were approved (Schäfer, Dittrich) passed.
Minutes of the Special Meeting held February 2, 2009 have been tabled for the March Board Meeting.

IV. Friends Reports

A brief Friends report was given by L. Gavin. A hand-out was distributed to Board members. L. Gavin spoke briefly about a new Friends' program to welcome new baby readers at the Port Jefferson Free Library.

V. Financial Reports

- A. Business Manager's Report to Treasurer reviewed and discussed.
- B. Comparative Statements of Expenses & Revenue for the month ending January 2009 reviewed and discussed.
- C. Expenses at a Glance, for February Meeting reviewed and discussed.
- D.
 1. Time Sensitive Warrants (January 9) approved. (Dittrich, Schäfer; passed)
(January 23) approved. (Schäfer, Dittrich; passed)
 2. February 23, 2009 Warrant approved. (Dittrich, Warren; passed)
 3. Payroll Warrant (January 9) approved. (Dittrich, Warren; passed)
 5. Payroll Warrant (January 23) approved. (Schäfer, Dittrich; passed)

Trustee L. Warren would like to see the reimbursed items such as bus trips, marked or highlighted as in the past.

Cost benefit analysis per user access regarding Ebsco, VRC and Ancestry.com was discussed.

VI. Statistical Reports

The Circulation, Technical Services and Computer statistics were reviewed and discussed. It was noted that Media items have increased over one thousand items since the same time last year. Many discussion ensued during the statistical reports, including questions from C. Dittrich concerning renewals and the circulation statistics. Board President J. George questioned the recent change in the Library's web site, omitting listing the upcoming board meetings. There was then a brief discussion on the web site changes.

VII. Reports

A. Personnel Report

Currently there have been no changes to the personnel for the month of February.

B. Director's Report

In addition to the Directors Report the Director discussed the Port Jefferson School District was continuing to work with the Library. An invitation to a Communications Audit consisting of representatives from local organizations was sent by School Superintendent. Staff is currently working on Summer Reading Club programming. Young Adults are now circulating video games. They have bar coded the game consoles and computers to better track the in-house usage.

C. Trustees

No Trustee Reports

VIII. Unfinished Business

A. 2009 Library Operating Budget

Reviewed and discussed at length the 2009-10 Library Operating Budget. Trustee C. Dittrich requested additional budget information including an austerity budget module.

Motion to put forth to public vote a budget of 3,415,052. (Dittrich, Schäfer: passed)

B. Long Range Planning Seminar

Discussed the long range planning seminar dates. Dates for Long Range Planning seminar have been pushed back until April due to the budget publicity and planning ahead. Board was in agreement.

IX. New Business

A. Employee Handbook

A draft of an Employee handbook was distributed in board packets. Reviewed and Discussed the Employee handbook. Handbook will be tabled until after the board has a few months to review.

X. Correspondence and Communications

A. School District Communications Committee invitation

B. Brookhaven Town Clerk

XI. Comments from the Public

Head of Circulation, D. Reynolds stated that during the 21 years she has been here, she has never seen a budget defeated. The public approves of our services and our staff. Trustee L. Warren is concerned that taxpayers that do not use the Library will come out to vote.

Motion to move meeting into executive session for personnel issues at 10:55 PM. (Dittrich, Acampora; passed)
The meeting came out of executive session at 11:25 PM. (Schäfer, Warren; passed)

On a motion the Director will carry out instructions from Board of Trustees as arrived at by consensus in Executive Session in matters pertaining to personnel.
(Dittrich, Schäfer;passed)

Question from M. Cohee asking if the board meetings can begin earlier than 7:30 PM?

XII. Adjournment

On a Motion the meeting adjourned at 11:25 PM. (Dittrich, Warren; passed)

Respectfully submitted,

Clifford Dittrich, Secretary

Recorded by:
Valerie Schwarz