

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES**  
**of the**  
**PORT JEFFERSON FREE LIBRARY**  
**held May 18, 2009**  
**100 Thompson Street**  
**Port Jefferson, NY 11777**

**Present**

Mr. Jacob George	President
Dr. Wolf Schäfer	Vice President
Mrs. Audrey Dombroski	Financial Officer
Mr. Clifford Dittrich	Secretary
Mrs. Lisa Acampora	Trustee
Ms. Margaret Cohee	Trustee
Mrs. Tara D'Amato	Library Director
Mrs. Valerie Schwarz	Secretary to the Board
Mr. Stanford Mebus	Treasurer

**Also Present**

E. Casamassa	E. O'Hare
D. Reynolds	S. Palmieri
G. Lelin	E. Schaarschmidt

**Absent with Excuse**

Mrs. Laura Warren	Trustee
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**I. Call to Order**

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

**II. Comments from the Public**

None

**III. Approval of Minutes**

Amended Minutes of the meeting held April 20, 2009 were approved (Schäfer, Dombroski) passed.

**IV. Friends Reports**

The Friends report for them month of April was in distributed in the monthly board packet.

**V. Financial Reports**

- A. Business Manager's Report to Treasurer reviewed and discussed.
- B. Comparative Statements of Expenses & Revenue for the month ending April 2009 reviewed and discussed.
- C. Expenses at a Glance, for March Meeting reviewed and discussed.
- D.
  1. Time Sensitive Warrants (April 3 ) approved. (Schäfer, Dittrich; passed)  
(April 17) approved. (Dittrich, Dombroski; passed)
  2. Payroll Warrant (April 3) approved. (Schäfer, Dittrich; passed)  
(April 17) approved. (Schäfer, Dombroski; passed)
  3. May 18, 2009 Operating Warrant approved. (Schäfer, Dombroski; passed)

**VI. Statistical Reports**

The Circulation, Technical Services and Computer statistics were reviewed and discussed. It was noted that Reference questions have increased significantly over the past month.

**VII. Reports**

**A. Personnel Report**

There have been no changes to the personnel for the month. The Library is canvassing for the part-time custodial and part-time security positions. Our part-time Young Adult Librarian Lauren Bernat has resigned her position effective in August.

**B. Director's Report**

In addition to the Director's Report the Director discussed the MTA bailout payroll tax that will soon become implemented. Also discussed was the Library's encrypted back-up data solution. An upcoming postcard mailing to the contract districts was reviewed. Also noted that the PJ Chamber of Commerce's Go Green Festival will be held on Memorial Day Weekend.

## **VIII. Unfinished Business**

### **A. Budget Scenarios Requested by Board**

Reviewed and discussed at length the different budget scenarios regarding austerity and different closing modules prepared by Director.

## **IX. New Business**

### **A. Auditor Engagement Letter**

Motion to accept Baldessari & Coster, LLP as Library Auditor for the 2009-2010 year. (Schäfer, Dittrich; passed)

At this time, and with great regret, Board President Jacob George, formally resigned his position on the Board of Trustees, to become effective at the end of this meeting. He states, "I will be moving out of the district and it has been his family's privilege to enjoy the library."

Motion to nominate Dr. W. Schäfer to the position of President for the remainder of the year. (Dittrich, Dombroski; passed) Motion to nominate L. Warren to the position of Vice-President for the remainder of the year. (Dittrich, Dombroski; passed).

Motion to appoint John Cona as a Board member to fill the expired seat until Trustee elections in January. (Dittrich, Dombroski; passed).

Trustee C. Dittrich question why the Board does not appoint more experienced Board members.

## **X. Correspondence and Communications**

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

Circulation Supervisor, D. Reynolds wished out-going President J. George success and thanked him for his service. Staff member S. Palmieri mentioned that the library is a 5 star library and that is achieved with this staff. She noted that during the austerity budget scenarios, reduction of Administrative staff is never mentioned. Jacob George commented that this is a 5 star Library and the Director will respond to her statements.

Motion to move meeting into Executive Session for personnel issues at 9:02 PM. (Dittrich, Dombroski; passed) The meeting came out of executive session at 9:10 PM. (Dittrich, Dombroski; passed)

Guest Speaker: Alan Breslow gave a brief presentation on the importance of employee handbooks and how they are one of the most important documents. The Board thanked him and will review the preliminary copy.

Motion to move meeting into Executive Session for personnel issues at 10:05 PM. (Dittrich, Dombroski; passed)

The meeting came out of executive session at 10:11 PM. (Dittrich, Dombroski; passed)

## **XII. Adjournment**

On a Motion the meeting adjourned at 10:12 PM. (Dittrich, Dombroski; passed)

Respectfully submitted,

Clifford Dittrich, Secretary

Recorded by:  
Valerie Schwarz