

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
of the
PORT JEFFERSON FREE LIBRARY
held November 16, 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. John Cona	Trustee
Mr. Robert Maggio	Acting Director
Mrs. Valerie Schwarz	Secretary to the Board

Public Audience

Eileen Casamassa, Geraldine Lelin, Joann Muscardin, Doreen Reynolds, Suzanne Palmieri

Also Present

Mr. Al Coster	Library Auditor
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 7:30 PM by Dr. Wolf Schäfer.

II. A. Comments from the Public

No comments from the public.

B. Comments from the Board

Dr. Wolf Schäfer welcomed the public.

III. Approval of Minutes

Minutes of the meeting held October 19, 2009 were approved (Warren, Cona; passed) 1-abstention (Clifford Dittrich)

Due to time constraints the following items were addressed out of order:

IV. A. Library Annual Audit

Albert Coster from Baldassari & Coster was on hand to give his report. The annual audit report was reviewed, and discussed. Mr. Coster detailed the suggestions noted in the Management letter.

IV. B. Friends Reports

The Friends report for the month was read by Linda Gavin. Linda reported on the Thank you letter written by Joann Muscardin (complete with photos) which was incorporated in the board packet. The Friends will be hosting the Charles Dickens Curiosity Shop at the Book Store during the Dickens Weekend. The Curiosity Shop will be complete with an actor playing Charles Dickens. Once again, on display during this time will be Naomi Rosenthal's Dickens book collection.

V. Financial Reports

- A. Business Manager's Report to Treasurer reviewed and discussed. Of note, the Library has received Library Treasurer Stanford Mebus' resignation. Business manager will compile treasurer candidates for next Director to review.
- B. Comparative Statements of Expenses & Revenue for the months ending October 2009 reviewed and discussed.
- C. Expenses at a Glance, for November Meeting reviewed and discussed.
- D. October 2 FAO Warrant (Dittrich, Cohee) approved
 October 16 FAO Warrant (Cohee, Dittrich) approved
 October 30 FAO Warrant (Dittrich, Cohee) approved
 October 2 Payroll Warrant (Warren, Dittrich) approved
 October 16 Payroll Warrant (Dittrich, Warren) approved
 October 30 Payroll Warrant (Acampora, Cona) approved
 November 16 Warrant (Dittrich, Cona) approved
 November 16 Capital Warrant (Cohee, Warren) approved

Board Treasurer Audrey Dombroski will go through all warrants.

VI. Statistical Reports

The Circulation, Technical Services and Computer statistics were included in packet for review. Of note the Circulation statistics are up, especially library online renewals as compared to the same time last year.

VII. Reports

A. Personnel Report

Acting Director, Robert Maggio stated that recently hired part-time Security Guard Mason Mehl resigned to accept a full time position with a school district.

B. Director's Report

Acting Director, Robert Maggio stated that the Library suffered a break-in on October 31 where the self-check laptop was stolen. The perpetrator gained forced entry through the Children's Room emergency exit door. A full report was made to the Suffolk County Police Department.

VIII. Unfinished Business

A. Loan Periods and Fines for new DVDs

The board reviewed and discussed a spread sheet of new 3 day DVD loan period and late returns. In order to make 3 day DVDs accessible to all patrons at the Directors suggestion there was a Motion to make new 3 day DVDs return to the former fine and fee structure beginning January 2, 2010. (Schäfer, Dittrich, passed) Publicity will begin in the Yeoman Newsletter and posted around the library beginning December 1, 2009.

B. Payroll Service

It has been determined that this matter will be tabled for the new Director.

C. Circulation Renovation Project

Reviewed and discussed Circulation Department Renovation. Motion to move ahead with the Circulation renovation project as submitted. (Dittrich, Dombroski: passed)

IX. New Business

A. Library Audit Report

Moved to Agenda Item IV. A.

B. 2010 Board Meeting Calendar

Reviewed Board Meeting Calendar inserted in packet for 2010.

C. Overtime Policy

Reviewed and discussed Library Overtime Policy.

Motion to accept Library Overtime Policy as amended. (Dittrich, Dombroski; passed)

D. Odor Policy

Reviewed and discussed Policy Statement Governing Library Use and Maintenance of Public Order.

Motion to accept Policy Statement Governing Library Use and Maintenance of Public Order as amended. (Schäfer, Cona; passed) 5 yes; 2 No (A. Dombroski, P. Cohee)

E. SCLS Board of Trustee Election

Review and discussed the SCLS Board Candidate ballots. Motion to cast 5 ballots to elect Harold G.

Trabold to represent the Town of Brookhaven on the SCLS Board. (Dittrich, Warren;passed)

1 abstention-J.Cona.

X. Correspondence and Communications

A. Parking Article

B. Library Media Specialist's Letter

XI. Comments from the Public

None

Motion to move the meeting into the second Executive Session at 10:25 PM (Warren, Cohee)

Motion to move the meeting out of Executive Session at 11:55 (Dombroski, Cona)

Motion to change the library credit card over to Linda Gavin according to policy and to have the monthly statements provided to the treasurer. (Warren, Dombroski;passed)

Motion to extend the position of Library Director to Robert Goykin based on previous Director's contracts and to offer 107,000.00 not to exceed 110,000.00 annually. (Dittrich, Warren;passed)

XII. Adjournment

On a Motion the meeting adjourned at 11:57 PM. (Warren, Cona; passed)

Respectfully submitted,

Laura Warren, Secretary

