

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES**  
**of the**  
**PORT JEFFERSON FREE LIBRARY**  
**held October 19, 2009**  
**100 Thompson Street**  
**Port Jefferson, NY 11777**

**Present**

Dr. Wolf Schäfer	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
Mr. Bob Johnson	Network & Building Administrator
Mrs. Linda Gavin	Friends of the PJFL, President

**Also Present**

Eileen Casamassa, Geraldine Lelin,  
Doreen Reynolds, Suzanne Palmieri, Erin  
Schaarschmidt.

**Absent with Excuse**

Mr. Clifford Dittrich	Vice-President
Mr. Stanford Mebus	Treasurer
Ms. Patricia Wojcik	Business Manager

**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 comments from the public.

**B. Comments from the Board**

No comments from the Board

**III. Approval of Minutes**

Minutes of the meeting held September 21, 2009 were approved (Warren, Cohee; passed)

**IV. Friends Reports**

The Friends report for the month September was read by Linda Gavin. Friends will contribute \$1,500 to the cost of ePrep, the online SAT prep program. National Friends of the Library week is October 18-24. The Friend held a bookmark contest for children and Young Adults along with two raffle baskets for this month. The Friends thanked Dr. Schäfer and the Board for acknowledging the Friends group with a letter published in the September issue of The Record newspaper. Dr. Schäfer added that the donation of the \$1,500 is a very generous gift to the Library and the Board is very appreciative of their donation and the many wonderful things this organization does for the Library.

**V. Financial Reports**

- A. Business Manager's Report to Treasurer reviewed and discussed.
- B. Comparative Statements of Expenses & Revenue for the months ending September 2009 reviewed and discussed.
- C. Expenses at a Glance, for October Meeting reviewed and discussed.
- D. September 4 FAO Warrant (Warren, Acampora) approved  
September 18 FAO Warrant (Cohee, Acampora) approved  
September 4 Payroll Warrant (Acampora, Warren) approved  
September 18 Payroll Warrant (Warren, Cohee) approved  
October 19 Warrant (Cohee, Warren) approved\*

\*October 16 warrant was passed under the stipulation that it will be cross checked by S. Mebus or an auditor.

## **VI. Statistical Reports**

The Circulation, Technical Services and Computer statistics were reviewed and discussed

## **VII. Reports**

### **A. Personnel Report**

Colleen Cheshire has been hired as a ¼ time Young Adult Librarian to replace Kerry Keegan who left on October 1. Security Guard John Webster was terminated due to subpar performance. The library is currently interviewing new candidates to take his position.

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

In addition to the Director's Report, Robert Maggio stated that Communication's Clerk Nicole Greenhalgh attended the Village's Go Green meeting held on October 1 to prepare for the November 7 event.

The Board was notified that two applications for the Trustee position have been taken.

Robert also discussed the impact that the no fines policy is having on the new 3 day loan DVDs. The patrons will now be billed for the item after it is late for one week rather than two weeks.

### **Staff**

There was a brief discussion of the YA Center. Discussed were program attendance, laptop usage and the dwindling Lit Magazine. YA Librarian Erin Schaarschmidt discussed the upcoming Halloween Movie night. Board President Dr. Wolf Schäfer stated that we have to think of what we have achieved with the YA Center and what we want to achieve. Was it successful? We need to take these issues and develop a prospective.

## **VIII. Unfinished Business**

### **A. Loan Period and Fines**

Robert briefly discussed the impact that the no fines policy is having on the new 3 day loan DVDs as mentioned earlier in the meeting. The new plan is that patrons will now be billed for the item after it is late for one week rather than two weeks. This situation will be monitored.

After discussing the DVDs details at length the Board felt that DVDs containing the bonus features should also be purchased in some cases along with the newly released DVDs.

### **B. Circulation Renovation Project**

Linda Gavin gave a presentation of the Circulation renovation project which included a floor plan and price quotation. It was decided that additional price quotes are needed for comparison. Dr. Schäfer was appreciative of the work she had done on this project. This will be put on the agenda for the next meeting.

## **IX. New Business**

Board discussed Policies and would like to see the oldest library policy in the next packet for review. Each month they would like to see a policy in the packet for review. Also discussed were Board Evaluations. Evaluations will be sent electronically this week for the board to fill out.

## **X. Correspondence and Communications**

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

Erin Schaarschmidt had a question about staff shirts. She stated Tara had started the idea as an experiment and would it be possible for the library to have staff shirts? Dr. Schäfer told her to speak with Mr. Maggio about the shirts.

A question came from Suzanne Palmieri regarding training Lynn Sule to do payroll rather than getting a payroll service. Another question from Doreen Reynolds asking why we need a new time clock? Dr. Schäfer states that

we will have to look into it very carefully. Linda Gavin stated she appreciated the Friends' comments stated by Board President and would like the comments mentioned in the minutes.

Motion to move the meeting into Executive Session at 9:28 PM. (Warren, Cohee; passed)

Motion to move the meeting out of Executive Session at 10:44 PM (Warren, Acampora; passed)

## **XII. Adjournment**

On a Motion the meeting adjourned at 10:46 PM. (Warren, Acampora; passed)

Respectfully submitted,

Laura Warren, Secretary

Recorded

by Valerie Schwarz

