

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES**  
**of the**  
**PORT JEFFERSON FREE LIBRARY**  
**held December 20, 2010**  
100 Thompson Street  
Port Jefferson, NY 11777

**Present**

Mrs. Audrey Dombroski	President
Mrs. Lisa Acampora	Vice President
Mr. John Cona	Financial Officer
Ms. Margaret Cohee	Secretary
Clifford Dittrich	Trustee
Dr. Wolf Schäfer	Trustee
Mr. Robert Goykin	Director
Mrs. Valerie Schwarz	Secretary to the Board
Ms. Patricia Wojcik	Business Manager

**I. Call to Order**

The meeting was called to order at 7:13 PM by Audrey Dombroski. At 7:14 PM a motion was made to enter into executive session to discuss the collective bargaining agreement.(Dittrich,Cohee) At 7:29 a Motion was made to exit from executive session. (Dittrich,Schäfer)

The public session of the Board of Trustees meeting of the Port Jefferson Free Library was called to order at 7:30 PM by Audrey Dombroski.

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

None

**B. Comments from the Board**

None

**III. Approval of Minutes**

Minutes of the meeting held November 15, 2010 were approved. (Cohee, Acampora; approved) Abstention 1-Dittrich

**IV. Friends Reports**

Linda Gavin gave a brief presentation of gifts for the two outgoing trustees, Clifford Dittrich and Dr. Wolf Schäfer.

**V. Financial Reports**

- A. Business Manager's Report to Treasurer reviewed and discussed.
- B. Comparative Statements of Expenses & Revenue for the month ending November reviewed and discussed.
- C. Expenses at a Glance, for December Meeting reviewed and discussed.
- D. November 12 FAO Warrant (Dittrich, Cona) unanimously approved  
November 26 FAO Warrant (Dittrich, Cohee) unanimously approved  
November 12 Payroll Warrant (Cona, Acampora) unanimously approved  
November 26 Payroll Warrant (Dittrich, Cona) unanimously approved  
December 12 Warrant (Cohee, Dittrich) unanimously approved

**VI. Library Reports**

**A. Director's Report**

Along with the written Director's report Mr. Goykin stated:

- Library Aide Pat Parsick recovering from knee replacement surgery.
- Part-time Library Confidential Administrative Assistant Lynn Sule tendered her resignation to accept a full-time position.
- Library has received estimates of the increases in cost of health insurance and retirement for next year.
- Library expecting increases in the total cost of our compensation package (salaries/benefits) that are well over the cost of inflation. These are contractual obligations.
- Preliminary budgets to be presented at the next meeting. Any Board members with any budget strategies to contact Director.
- Recommends changing the name of our retirement medical fund to Other Post Employment Benefit Fund. NY State does not require this fund but it is recommended by GASB 45.
- Met with LIPA to conduct an energy audit of the Library. A report will be forthcoming.
- Sandpebble construction was on-site on December 14 to conduct the Library building assessment. They will present their report at a future meeting.
- Library has received an additional proposal to the three already received for the 114 Thompson Street project. (VHB, BBS, Nelson Pope and Sandpebble). All proposals are contained in the board packet.
- Thank you to Laura Warren and the Suwasset Garden Club for decorating the Library for the holidays.
- Library to donate 6 game computers to the Riverhead Charter School.
- Distributed in packet is a PAC (NY for Better Libraries Political Action Committee) brochure.
- Mr. Goykin wished to personally thank Clifford Dittrich and Dr. Wolf Schäfer for their expertise and input as trustees for the past ten years.

## **B. Trustee Report**

- J. Cona gave a very brief review regarding LIPA information.

## **A. 114 Thompson Street**

Motion to authorize the Director to enter into an agreement with Sandpebble Construction to secure the permits required for the demolition of the building at 114 Thompson Street. (Dittrich,Schäfer) unanimously approved.

## **B. Confidential Assistant in Business**

Motion to authorize the hiring of a confidential assistant in the business office for 18 hours a week at starting salary of replacement of \$15.85-19.51 depending on experience (Dittrich,Cona) unanimously approved.

## **C. Retirement Fund**

Motion to change the name of the Retirement Medical Fund to Other Post Employment Benefit Fund (Dittrich, Cohee) unanimously approved.

## **D. Transfer of Funds**

Motion to transfer \$102,218. from the Unreserved General Fund to the Other Post Employment Benefit Fund (Dittrich, Acampora) unanimously approved.

E. Motion to transfer \$129,493. from the Unreserved General Fund to the Unreserved Capital Fund. (Dittrich, Schäfer) unanimously approved.

## **E. SCLS Trustee Election**

Motion to cast the Port Jefferson Free Library's five votes in the SCLS Trustee Election uniformly based on a simple majority of our Trustees (Dittrich,Cona) unanimously approved.

## **VII. Unfinished Business**

### **A. Library Budget Date**

Motion to set Library Budget vote for Monday, April 4 (Dittrich, Schäfer) (yes-Acampora, Cohee, Dombroski) (No-Cona) Motion Passed.

## **VIII. New Business**

### **A. Slate of Officers**

Motion to keep the current slate of officers of the Port Jefferson Library Association Board of Trustees to remain for the year 2011. (Dittrich, Schäfer) unanimously approved.

### **B. Discard List**

Motion to accept the Computer Discard List as presented (Dittrich, Cona) unanimously approved.

### **C. Letter**

The letter from patron regarding dog was reviewed and discussed.

## **IX. Correspondence and Communications**

### **A. Port Jefferson Economic and Development Council**

## **X. Comments from the Public**

Staff member A. Ferrari stated he had a great time.

Motion to move the meeting into Executive Session at 8:49 PM (Schäfer,Dittrich)

Motion to move the meeting out of Executive Session at 10:15 (Dittrich;Cohee)

John Cona commented that he wanted to have a discussion about adjournment and Executive session.

Motion to accept Kevin Seaman's settlement of the Department Head stipend memo as presented this evening.\* (Dittrich, Schäfer) (Yes-Acampora, Cohee, Dombroski) (Abstention, Cona) Motion passed.

Motion to contact the Attorney of Record to see if there are any other items that can and should be negotiated. If not sign the contract.\* (Dittrich, Schäfer) (yes-Acampora, Cohee) (Abstention-Cona, Dombroski) Motion passed.

## **XII. Adjournment**

On a Motion the meeting adjourned at 10:25 PM. (Dittrich, Schäfer)

Respectfully submitted,

Margaret Cohee,  
Secretary

*\* As a result of a potential violation of the Open Meetings Law it was determined the motion cannot be enacted.*

Recorded by Valerie Schwarz