

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
of the
PORT JEFFERSON FREE LIBRARY
held June 21, 2010
100 Thompson Street
Port Jefferson, NY 11777

Present

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

Other Attendees: Eileen Casamassa, Bob Johnson, Geri Lelin, Suzanne Palmieri, Doreen Reynolds and Laura Sztabnik

Absent with Excuse

Ms. Margaret Cohee	Secretary
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I. Call to Order

The meeting was called to order at 7:35 PM by Lisa Acampora.

II. A. Comments from the Public

No comments from the public.

B. Comments from the Board

Clifford Dittrich commented, "Happy the email was rather empty for the month."

III. Approval of Minutes

Amended Minutes of the meeting held May 17, 2010 were approved. (Schäfer;Dittrich)

IV. Friends Reports

Friends report was distributed in packet.

V. Financial Reports

- A. Business Manager's Report to Treasurer reviewed and discussed.
- B. Comparative Statements of Expenses & Revenue for the months ending May 2010 reviewed and discussed.
- C. Expenses at a Glance, for March Meeting reviewed and discussed.
- D. May 14 FAO Warrant (Dittrich, Schäfer) approved
- May 28 FAO Warrant (Dittrich, Cona) approved
- May 14 Payroll Warrant (Dittrich, Cona) approved
- May 28 Payroll Warrant (Schäfer, Dittrich) approved
- June 21 Warrant (Dittrich, Schäfer) approved

At this time guest speaker, Robert Retnauer, Landscape Architect gave a brief presentation on Green parking lots.

Immediately following the architect's presentation, a demonstration of a new service called *Text a Librarian* was presented by Librarian, Laura Sztabnik. The library will be offering this service beginning in July.

VI. Statistical Reports

The Circulation, Technical Services and computer statistics were included in the packet for review.

VII. Reports

A. Director's Report

- Along with the written Director's report, B. Goykin discussed the contract districts and his recent meeting with Comsewogue Public Library Director B. Pantorno.

VIII. Unfinished Business

A. 114 Thompson Street

After a brief discussion, Board President, A. Dombroski formed a committee to discuss options for the 114 Thompson Street property. The committee of four will consist of Dr. W. Schäfer, J. Cona, L. Acampora and A. Dombroski. Emails will be sent around to discuss possible meeting dates.

B. Appointment of Personnel

Motion to accept the appointment of Personnel as present. (Schäfer, Acampora;passed)

C. Contract Districts

Discussed doing a joint mailer with Comsewogue Public Library. Copy of the mailer was inserted in the packet. Also discussed how library cards are renewed in the system for the contract districts. Director will be meeting with Comsewogue Library Director next week.

IX. New Business

A. Security Guards

Reviewed and discussed Security Guards job description as presented. Motion to accept Security Guard job description pending attorney K. Seaman's amendments. (Dittrich, Dombroski;passed)

B. Motion to authorize Director to fill the two recently vacated Security Guard positions. (Dittrich, Cona;passed)

X. Correspondence and Communications

A. Certification of E-Rate

XI. Comments from the Public

Staff Member Doreen Reynolds spoke about postcards that are sent out to patrons as a reminder that it is time to renew their expired cards. She also spoke about the Security Guard and Clerks being on the same pay-scale.

Motion to move the meeting into Executive Session to discuss matters of personnel at 9:40 PM
(Cona, Dombro)

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

President, A. Dombroski announced that Library Director Robert Goykin's probation period is over. Library Director Robert Goykin thanked the Board and commented he was pleased he took the position.

J. Cona discussed some ideas regarding the Financial Officer position.

XII. Adjournment

On a Motion the meeting adjourned at 11:21 PM. (Cohee, Dittrich)

Respectfully submitted,

Margaret Cohee,
Secretary

Recorded by:
Valerie Schwarz

