

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
of the
PORT JEFFERSON FREE LIBRARY
held March 15, 2010
100 Thompson Street
Port Jefferson, NY 11777

Present

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

Other Attendees: Adam DeWitt, Eileen Casamasa, Linda Gavin, Bob Johnson, Geraldine Lelin, Doreen Reynolds, Suzanne Palmieri

Absent with Excuse

Clifford Dittrich	Trustee
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I. Call to Order

The meeting was called to order at 7:30 PM by Audrey Dombroski.

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 February 22, 2010 as amended were approved. (Cohee; Acampora)

IV. Friends Reports

Linda Gavin reported that on Sunday, February 28 they hosted the Homegrown String Band concert. During this concert they collected 6 boxes of food for Port Jefferson Food banks. During National Library Week the Friends will be having a Silent Auction and will also sponsor a Staff Recognition breakfast. The Friends next meeting to be held on March 31. On April 28 the Friends will host the Children's artist, Amal.

V. Financial Reports

- A. Business Manager's Report to Treasurer reviewed and discussed.
- B. Comparative Statements of Expenses & Revenue for the months ending February 2010 reviewed and discussed.
- C. Expenses at a Glance, for March Meeting reviewed and discussed.
- D. February 5 FAO Warrant (Schäfer, Acampora) approved
February 19 FAO Warrant (Schäfer, Cohee) approved
February 5 Payroll Warrant (Schäfer, Cona) approved
February 19 Payroll Warrant (Acampora, Schäfer) approved
February Capital Warrant (Schäfer, Cohee) approved
March 15 Warrant (Cohee, Schäfer) approved

VI. Statistical Reports

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

VII. Reports

A. Director's Report

In addition to his written report, Director Robert Goykin stated that most of the ongoing grievances have been settled. The insurance rebate checks which will be distributed within the next pay period. He stated that together, with the Department heads, he has been working on updating the employee handbook. He along with the Business Manager will be attending Government Accounting classes given by the NY State Comptroller at the end of the current week. Along with Robert Johnson attended a meeting with the Port Jefferson Building Department in

regard to the 114 Thompson Street Property. The Director announced that the State report has been completed with the help of most departments submitting the statistics from their department.

B. Trustee Reports

Wolf Schäfer would like to consider amending the Trustee bylaws. Recent technology changes like email and teleconferencing are items that should be addressed. He feels the Board should wait to do this until after they attend the Trustee workshop.

VIII. Unfinished Business

A. Trustee Training

The board reviewed and discussed the Trustee Institute to be held by NYSLAB on April 30 and May 1. Applications to attend should be filled out and sent to Valerie Schwarz.

IX. New Business

A. Resource Sharing Code

The board reviewed and discussed the proposed change to the Resource Sharing code as supplied in packets. Motion to accept the amendment to the resource Sharing Code as presented. (Schäfer, Acampora) approved.

B. State Report

Reviewed and discussed the The 2009 Port Jefferson Free Library State Report which was supplied in the packets. Motion to approve the 2009 Port Jefferson Free Library State report as amended. (Schäfer, Cohee) approved.

C. Actuarial Valuation Report

For informational purposes, the Actuarial Valuation Report (GASB45) was provided in the packet.

X. Correspondence and Communications

- A. Regan Agency
- B. Retired Senior Volunteer Program

XI. Comments from the Public

none.

Motion to move the meeting into Executive Session to discuss matters of personnel at 8:38 PM (Schäfer, Cona)

Motion to move the meeting out of Executive Session at 10:07 (Cohee, Cona)

XII. Adjournment

On a Motion the meeting adjourned at 10:09 PM. (Cohee; Cona passed)

Respectfully submitted,

Margaret Cohee, Secretary

Recorded by:
Valerie Schwarz