

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES**  
**of the**  
**PORT JEFFERSON FREE LIBRARY**  
**held November 19, 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
Dr. Wolf Schäfer	Trustee
Mr. Robert Goykin	Director
Mrs. Valerie Schwarz	Secretary to the Board
Ms. Patricia Wojcik	Business Manager

**Absent with Excuse**

Clifford Dittrich	Trustee
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**I. Call to Order**

The meeting was called to order at 7:34 PM by Audrey Dombroski.

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

Patron Arnie Lustig raised many questions regarding how the Teen Center has been funded. He also is very concerned about the proposed LIPA plant closing and wanted to bring it to the Library Board's attention.

**B. Comments from the Board**

Director Robert Goykin answered Arnie Lustig's questions regarding the Teen Center's funding. Also noted, Audrey Dombroski spoke about her recent NYLA Conference

**III. Approval of Minutes**

Minutes of the meeting held October 18, 2010 were approved. (Cohee, Cona;approved)

**Library Annual Audit**

Albert Coster from Baldassari & Coster gave the annual audit report. Mr. Coster stated that the report is similar to previous year's reports and has detailed suggestions in the Management letter. He congratulated Business Manager Patty Wojcik and Director Bob Goykin.

**IV. Friends Reports**

Linda Gavin reported that the Friends "Spook-tacular" was a great success. They worked along with the Teen Department to create a Scarecrow entered in the Scarecrow Walk on East Main Street. The Friends supplied the treats for the visitors that day. A new rack for was purchased for "two-fer" Broadway tickets. They also provided many new plants for the Library. New seat and pillow covers for the Reading Room shall be completed soon. The Friends sponsored the Autumn Serenade music presentation. They are in the process of getting ready for the Dickens Weekend.

**V. Financial Reports**

- A. Business Manager's Report to Treasurer reviewed and discussed.
- B. Comparative Statements of Expenses & Revenue for the month ending October 2010 reviewed and discussed.
- C. Expenses at a Glance, for November Meeting reviewed and discussed.
- D. October 1 FAO Warrant (Schäfer, Cohee) approved
- October 15 FAO Warrant (Acampora, Cona) approved
- October 29 FAO Warrant (Schäfer, Acampora) approved
- October 1 Payroll Warrant (Schäfer, Cona) approved
- October 15 Payroll Warrant (Schäfer, Cona) approved
- October 29 Payroll Warrant (Schäfer, Cona) approved
- November 15 Warrant (Cona, Schäfer) approved

**VI. Library Reports**

**A. Director's Report**

Along with the written report the Director states:

- The newly hired Library Aide Susan Blake began on November 1.
- You will find a list of Suffolk Libraries Votes for 2010 in your packet.
- The Director has won a NYLA drawing for a free building assessment.
- The Director has gotten the three proposals regarding the grading permit for 114 Thompson Street property.

- The Sewer lines have not been disconnected at the 114 Thompson Street property yet.
- Bedbugs have been found in two Suffolk County Libraries. A memo from SCLS Director on this topic has been supplied.
- Communications Clerk Nicole Greenhalgh represented the Library for the PJ Village's Annual Go Green Festival.
- The Director has attended a PJ School Board Budget Meeting, the Mayor's LIPA Meeting and the NYLA Conference during the month of November.
- The redesign of the Library's web site and launch of Live-brary has been very successful. PJ Library ranked #8 in usage of the Live-brary service through-out all of Suffolk Counties 55 Libraries. Staff was commended.
- SCLS Operating Budget enclosed and up for a vote.
- SCLS Annual meeting, *Building a Better Burb* to be held Thursday, December 2.
- Newly revised and more easily readable statistical reports contained in the packet.

## **VII. Unfinished Business**

### **A. Personnel**

Motion to approve the appointment of Susan Blake, 1/2 time Library Aide, Step 1, \$12.72 replacing Geraldine Lelin (FT 70 hours) effective 11/1/10. (Cohee, Acampora;passed)

### **B. SCLS Budget**

Motion to approve the 2011 SCLS Operating Budget. (Cona, Cohee;passed)

## **VIII. New Business**

### **A. SCLS Annual Meeting**

*The Annual Meeting, Build a Better Burb* to be held Thursday, December 2.

## **IX. Correspondence and Communications**

- A. Iris Mastranangelo
- B. Michael Caravello/PJSD

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

Arnie Lustig congratulated the Board for doing a good job with the library budget as a community member and tax payer.

Motion to move the meeting into Executive Session at 8:56 PM  
(Schäfer,Cohee)

Motion to move the meeting out of Executive Session at 11:02 (Cohee,Acampora)

## **XII. Adjournment**

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

Respectfully submitted,

Margaret Cohee,  
Secretary

Recorded by:  
Valerie Schwarz