

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES**  
of the  
**PORT JEFFERSON FREE LIBRARY**  
held January 24, 2011  
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 (Absent)
Dr. Wolf Schäfer	Trustee (Absent)
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 7:36 PM by Audrey Dombroski.

A. Dombroski began with a formal statement regarding the two outgoing trustees, Cliff Dittrich and Dr. Wolf Schäfer. She noted that the board appreciates all of the time and work that both Trustees have given during their 10 years of service. She also read a statement concerning last month's board meeting regarding a vote that could not be enacted upon due to the NY State Committee on Open Government possibly challenging the vote. She asked for patience from the staff as the new Trustees familiarize themselves with the Collective Bargaining Agreement.

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

There were some questions regarding "past practices" from the public in attendance regarding doors being locked.

**B. Comments from the Board**

Trustee John Cona explained that the front door was locked and there wasn't any way to get into the library. He explained this is in violation of the Open Meeting Law.

At this time M. Cohee asked to have an Executive Session at the end of this evening's meeting added to the night's agenda.

**III. Approval of Minutes**

Revised Minutes of the meeting held December 20, 2010 were unanimously approved. (Acampora; Cona)

**IV. Friends Reports**

The Friends have participated in December with the Dickens Festival by providing the Christmas tree outside the Teen Center. They have also purchased gaming equipment for the Teen Center. The Noah's Ark School children provided the decorating. The Friends purchased a fabric Mother Goose wall hanging for the Children's Activity Room.

**V. Financial Reports**

- A. Business Manager's Report to Treasurer reviewed and discussed.
- B. Comparative Statements of Expenses & Revenue for the month ending December reviewed and discussed.
- C. Expenses at a Glance, for January Meeting reviewed and discussed.
- D. December 10 FAO Warrant (Cona, Cohee) unanimously approved.  
December 24 FAO Warrant (Cohee, Acampora) unanimously approved.  
December 10 Payroll Warrant (Cona, Acampora) unanimously approved.  
December 24 Payroll Warrant (Acampora, Cohee) unanimously approved.  
January 24 Warrant (Cohee, Acampora) unanimously approved.

**VI. Library Reports**

**A. Director's Report**

Along with the written Director's report Mr. Goykin stated that he would make his report brief to keep the meeting short. He also stated that for the purpose of scheduling a Board training session, the resume of Gerald Nichols was enclosed in the packet for review.

Mr. Goykin stated that he wanted to attend Library Legislation Day in Albany but it is a conflict with the February board meeting.

**B. Trustee Report**

None

**VII. Unfinished Business**

None

## **VIII. New Business**

### **A. Tuesday AM Opening**

The board reviewed and discussed the option of opening the library to the public on Tuesday mornings at 9:30 AM rather than 10:00 AM. It was decided that beginning July 1, 2011 the library will now open to the public at 9:30 AM.

### **B. Library Open Meeting Sign**

A sample sign was provided for Board Member's approval. The sign will be used during Board Meetings to provide patrons with a phone number in case the door is locked. Motion to accept the Board Meeting sign for use on the library doors during Board Meeting but add the wording "Open to Public" to the sign. (Cohee, Cona) (unanimously approved)

A motion was made have a session to have a formal attendance policy for board members. A second to the motion was not made.

P. Cohee would like to add to next month's agenda the topic of Board of Trustee's Meeting start time. She would also like the board to consider establishing a formal attendance policy for board members and also she would like to begin board member self evaluations.

## **IX. Correspondence and Communications**

A. Riverhead Charter School - Thank you for the donated computers.

B- Sandy Gruner-Thank you for the Holiday Party.

C. Linda Kirk-Long Island Talking Books

D. K. Seaman-Open Meeting Law

E. SCLS/K. Verbesy-Library Service Contracts

F. SCLS/H. Trabold-Qualified Voting Dates

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

E. Casamassa mentioned that since we are changing the opening time on Tuesday mornings at the Library perhaps we may also want to look at the Saturday hours at the Teen Center.

Belle Terre Mayor, Ted Lucki made a brief statement regarding the library and current economic times. Mr. Lucki states that it is time for all of the community entities to be fiscally conservative. He states that, "the Library has a great reputation and wouldn't want to think the library is out of step with the rest of the community."

Motion to move the meeting into Executive Session at 8:38 to discuss the Collective Bargaining Agreement. (Cohee;Acampora) Unanimously approved.

The two new Trustees were invited to attend. (Adam DeWitt, Laura Hill Timpanaro)

Motion to move the meeting out of Executive Session at 10:00. (Cohee; Acampora) Unanimously approved.

At this time the public entered the room and President A. Dombroski once again asked that the public be patient while the new board members familiarize themselves with the Collective Bargaining Agreement.

## **XII. Adjournment**

On a Motion the meeting adjourned at 10:03 PM. (Cona; Cohee) Unanimously approved.

Respectfully submitted,

Margaret Cohee,  
Secretary