

**SACHEM PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
JANUARY 20, 2009  
7:00 P.M.**

The regular meeting of Sachem Public Library Board of Trustees was attended by Carol Paulsen, Dennis Flavin, Marguerite Barone, Diane Longo, Judy Willner, Carol Brand and Dona Giordano.

The meeting was called to order at 7:02 p.m.

The meeting began with the salute to the flag.

Public Participation: None

**Minutes**

The minutes of the Board meeting of December 15, 2008 were approved. (Longo, Barone; unanimous)

**Payroll and Related Expenses**

The Payroll and Related Expenses for December 2008 in the amount of \$446,083.50 was approved. (Barone, Longo; unanimous)

Warrant #20 dated December 11, 2008 in the amount of \$13,682.74 was approved. (Longo, Barone; unanimous)

Warrant #21 dated December 25, 2008 in the amount of \$80,153.96 was approved. (Paulsen, Winowitch; unanimous)

**Treasurer's Report**

The Treasurer's Report for December, 2008 in the amount of \$5,800,178.16 was approved. (Barone, Longo; unanimous)

**Schedule of Bills**

Trustee, Marguerite Barone, reviewed the January 20, 2009 Schedule of Bills before being presented to the Board for their approval.

The January 20, 2009 Schedule of Bills, Warrant #23, in the amount of \$140,850.02 was approved. (Longo, Paulsen; unanimous)

**Administrator's Report**

The Board reviewed each of the Administrator's Reports with interest.

To her report Mrs. Willner added the following:

Library Legislation Day will be held on Tuesday, March 10, 2009. Dennis Flavin and Carol Paulsen indicated that they will be attending Library Legislation Day on March 10<sup>th</sup>. Mrs. Willner indicated that there will be a meeting on March 9, 2009 in Albany prior to Library Legislation Day activities. Mr. Flavin and Mrs. Paulsen will let Mrs. Willner know if they are able to attend.

Mrs. Willner indicated that there will be a Staff Recognition Luncheon/Meeting on Friday, February 13, 2009 from 12 noon to 2 p.m.

Mrs. Brand gave a statistical review of the Library's Circulation data as it applies to the Library's Collection Development. These statistics were based on data collected between December 2007 and November 2008. Through web management reports, staff is able to access and analyze circulation data from our PALS system. It will be interesting to use these statistics to develop a merchandising plan for the future of our Library.

Some highlights of Mrs. Brand's report are as follows:

- Fiction accounts for 51% of all items circulated; almost 384,000 with Adult weighing 28%, Children's 21% and Teens 2%
- Media accounts for 34% of all items circulated; 254,000 with entertainment DVD's making up 23% of the media number
- 1.8% Large Print circulated and 1.2% magazines circulated
- 600's (Health and Technology) was the most popular section with 6,300 checkouts
- 700's (Arts and Recreation) was the second popular section with over 5,800 checkouts
- 900's (Geography and History) was the third most popular section
- In Adult the most popular checkout outside of Media, Fiction, Magazines and Large Print was Medicine at .7%; in Teens it was Social Sciences with 400 checkouts; and in Children's it was Biographies with 4,300 checkouts.

### **Department Reports**

The Board reviewed all the department statistics with interest.

### **Internal Auditor's Report**

The Board reviewed the Internal Auditor's Report.

### **Old Business**

Mrs. Willner indicated that the draft of the proposed 2009/2010 Budget is complete. Mrs. Willner and Mrs. Brand will meet on Tuesday, January 27, 2009 at 11:00 a.m. with the Budget Committee to finalize the budget. Dennis Flavin, Marguerite Barone and Carol Paulsen will serve as the Board Committee to review the proposed FY 2009/2010 budget prior to presentation to the entire Board for approval at the February Board meeting.

### **New Business**

The Board approved the attendance of Lynne Kennedy, Head of Reference Services and Alan Schelp, Head of Electronic Services at the 24<sup>th</sup> Annual Computers in Libraries Conference, Arlington, Virginia, March 29 - April 1, 2009. (Winowitch, Longo; unanimous)

The Board approved one night of overnight travel to Albany on March 9, 2009 for Judith Willner for meeting being held in advance of Library Legislation Day. (Longo, Winowitch; unanimous)

The Board adjourned to Executive Session at 8:10 p.m. to discuss contracts and personnel. (Flavin, Paulsen; unanimous)

Regular session resumed at 8:55 p.m.

The Board approved the Revised Personnel Report. (Barone, Winowitch; unanimous)

The date for the FY 2009/2010 Budget Vote and Trustee Election is April 14, 2009.

The trustee position held by Carol Paulsen is up for vote this year. Mrs. Paulsen will seek re-election.

The next Board Meeting will be held on Thursday, February 12, 2009 at 7:00 p.m.

**Adjournment**

The meeting was adjourned at 9:00 p.m.

Respectfully submitted,

Diane Longo