

**SACHEM PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
FEBRUARY 12, 2009
7:00 P.M.**

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

The meeting was called to order at 7:00 p.m.

The meeting began with the salute to the flag.

Public Participation: None

Minutes

The minutes of the Board meeting of January 20, 2009 were approved. (Barone, Paulsen; unanimous)

The minutes of the Executive Session of the Board meeting of January 20, 2009 were approved. (Longo, Barone; unanimous)

Payroll and Related Expenses

The Payroll and Related Expenses for January 2009 in the amount of \$463,718.30 was approved. (Longo, Paulsen; unanimous)

Warrant #22 dated January 1, 2009 in the amount of \$9,061.60 was approved. (Paulsen, Barone; unanimous)

Warrant #24 dated January 8, 2009 in the amount of \$12,273.45 was approved. (Barone, Longo; unanimous)

Warrant #26 dated January 22, 2009 in the amount of \$80,651.11 was approved. (Longo, Paulsen; unanimous)

Treasurer's Report

The Treasurer's Report for January, 2009 in the amount of \$5,920,422.40 was approved. (Barone, Longo; unanimous)

Schedule of Bills

Trustee, Robert Winowitch, reviewed the February 12, 2009 Schedule of Bills before being presented to the Board for their approval.

The February 12, 2009 Schedule of Bills, Warrant #25, in the amount of \$130,224.17 was approved. (Paulsen, Barone; unanimous)

Administrator's Reports

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

To her report Mrs. Willner added the following:

Mrs. Willner gave an update on the landscape development on property purchased by the Library. Mrs. Willner and the Board will meet sometime in March with the Landscape Architect to discuss the development.

Mrs. Willner indicated that the new Museum Adventure Pass Service is doing very well with 135 reservations taken since January 1, 2009. The American Museum of National History is the number one most reserved pass and the Children's Museum is number two. We're off to a good start.

Mrs. Brand reviewed the recently received year-end statistics from PALS for items added to the Library Collection for 2008 and compared them to last month's report on Circulation statistics by area.

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

- 38,899 items were added in 2008 making the total holdings as of December 31, 2008, 313,684.
- These additional items support Library circulation with 42% of additions in the Adult collection; 32% in Children's items; 6% in Teen and 20% in Media items.
- DVD's and New Books (Fiction and non-fiction) had the highest categories of added items with 4,800 additions.
- Children's added 3,800 fiction items and 3,500 picture books.
- Also added were 4,300 magazines
- The high statistics for Children's and magazines can be explained—Children's has high volume of multiple copies and replacement copies. We only own 600 magazines, but serials come in with greater frequency and newspapers are daily and magazines are both weekly and monthly.

Mrs. Brand also added that 26 staff members attended a new EAP Workshop on *Conflict Management* presented by Mary Ellen Romano. It was the largest attendance at an EAP Workshop. It was an excellent workshop and Ms. Romano opened her session with a very appropriate quote—"The heaviest thing you can carry is a grudge."

Department Reports

The Board reviewed all the department statistics with interest and liked the new revamped format. The Board noted that generally most statistics were up.

Conference Report

The conference report was read.

Old Business

There was a review of the proposed FY 2009/2010 budget line amounts.

The Board approved the FY 2009/2010 Proposed Budget in the amount of \$8,950,658.00. (Longo, Paulsen; unanimous)

New Business

The Board approved the Library's 2008 Report to New York State for Public and Association Libraries. (Longo, Barone; unanimous)

The Board approved the attendance of Renee Capitanio, Library Innovative Coordinator, at the annual Innovative Users Conference in Anaheim, CA, May 17 – 20, 2009. (Paulsen, Longo; unanimous)

The Board approved the Disposal of Equipment. (Barone, Longo; unanimous)

Dennis Flavin, Suffolk Cooperative Library System Trustee (SCLS) and Sachem Library Board President gave an update on SCLS and the SCLS business agenda.

On the director's recommendation, the Board approved the appointment of Nawrocki, Smith, LLP as the Library External Auditor at a fee of \$22,000.00 in accordance with the engagement letter. A separate engagement letter may be issued covering additional expenses. (Longo, Barone; unanimous)

The next Budget Hearing/Board Meeting will be held on Monday, March 16, 2009 at 7:00 p.m. This meeting will be held in the Children's Program Room.

Adjournment

The meeting was adjourned at 7:53 p.m.

Respectfully submitted,

Diane Longo