

**SACHEM PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
APRIL 20, 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 7:04 p.m.

The meeting began with the salute to the flag.

Guest: James Hanrahan, patron

Mrs. Willner introduced James Hanrahan to the Board of Trustees. The Board thanked James Hanrahan, district resident, for his generous donation of a 1914 Mason and Hamlin grand piano.

On the director's recommendation the Board accepted, with gratitude, the donation of a 1914 Mason and Hamlin grand piano from district resident, James Hanrahan. The piano which was recently rebuilt is valued at \$20,000.00. (Barone, Paulsen; unanimous)

The Board accepted the passed Budget Vote and Trustee Election results.

Public Participation: None

Minutes

The minutes of the Sachem Public Library Annual Budget Hearing on March 16, 2009 were approved. (Paulsen, Barone; unanimous)

The minutes of the Regular Board meeting of March 16, 2009 were approved. (Longo, Barone; unanimous)

Payroll and Related Expenses

The Payroll and Related Expenses for March, 2009 in the amount of \$436,574.93 was approved. (Paulsen, Longo; unanimous)

Warrant #30 dated March 5, 2009 in the amount of \$13,830.16 was approved. (Longo, Barone; unanimous)

Warrant #32 dated March 19, 2009 in the amount of \$81,466.14 was approved. (Barone, Longo; unanimous)

Treasurer's Report

The Treasurer's Report for March, 2009 in the amount of \$6,262,629.49 was approved. (Barone, Paulsen; unanimous)

Schedule of Bills

Trustee, Diane Longo, reviewed the April 20, 2009 Schedule of Bills before being presented to the Board for their approval.

The April 20, 2009 Schedule of Bills, Warrant #31, in the amount of \$274,926.09 was approved. (Longo, Barone; unanimous)

Administrator's Reports

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

To her report Mrs. Willner added the following:

Congratulations to Carol Paulsen on her re-election as Board Trustee.

We had hoped the State Budget would restore library funding to last year's level, but Library State Funding was cut by more than 9%.

Sachem Public Library has been chosen to participate in an online survey sponsored by the Gates Foundation and conducted by the University of Washington. The survey will assess usage patterns of library computers. Patrons will be asked to take this survey when using computers in the Library. Sachem was one of four Long Island libraries chosen to participate in this nationwide survey.

Mrs. Brand gave an analysis of Library Staff statistics using information stored in the employee database. Areas considered were the total number of staff, number of departments, number of full and part-time staff, job titles, longevity, the number of staff working in public and non-public areas, age categories and gender and whether they live in or out of district.

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

- There are currently 163 staff members divided amongst nine departments with one quarter of the staff working in Children's. The least number (6) work in Administration.
- 34% of staff are full-time and 66% part-time, consisting of 46 librarians, 108 clerks and 9 custodians. Two staff members have been with the Library for 25 years and 12 have been here over 20 years. Most of our staff, 74%, have been employed by the Library for less than 10 years.
- 58% of staff work at a public desk, 23% work in public areas and 18% work behind the scenes.
- Our staff is predominately female with only 17% being male. Ages range between 89-16, three being over 75, 21 between 74-64, 33 between 64-55

and 40 are 54-45. The remaining 40% of staff is under 45 with 6 staff under 18.

- Over 110 of our staff live in district. Out-of-district staff drive an average of 9 miles to work; with the longest commute being 23 miles.

Based on these figures, the average staff member is a 46 year old female, who has worked here part-time for less than 10 years in a clerical position in a public service position and resides in our district.

Mrs. Brand also reported that the Wellness Committee is sponsoring a new America on the Move Walk and a new program, Stitch and Time for employees.

Department Reports

The Board reviewed the department statistics with interest.

Conference Report

The Board reviewed the Computers in Libraries Conference reports with interest. Mr. Flavin indicated that the reports were very informative.

Old Business

The Board viewed final drawings submitted by Michael Opisso, landscape architect, for the Library's outdoor garden and programming area. Mrs. Willner gave an update on this development of the property.

The Board approved Michael Opisso as Contract Manager at a cost of no more than 15% of the total project. (Longo, Paulsen; unanimous)

Mrs. Willner will notify the Board when the next meeting will take place regarding bids and alternates.

New Business

On the director's recommendation the Board approved the purchase of one APC Synmetra LX 12KVA Scaleable battery backup system at a cost of \$13,975.00. (Longo, Barone; unanimous)

On the director's recommendation the Board approved the purchase of two IBM System x3650 storage boxes, \$5,958.00 each, at a total cost of \$11,916.00. (Paulsen, Longo; unanimous)

On the director's recommendation the Board approved the purchase of one IBM System SAS SAN Storage Unit DS 3200 (with three years onsite service) at a cost of \$13,669.00. (Barone, Paulsen; unanimous)

On the director's recommendation the Board approved the purchase of one VMWare (software) at a cost of \$18,110.00. (Longo, Barone; unanimous)

Mrs. Willner explained how the new computer equipment and software will be utilized.

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

On the director's recommendation the Board approved changing the loan period for the *Playaway* collection from 14 days to 28 days. (Barone, Paulsen; unanimous)

The Board indicated that they might consider food for fines with set guidelines for the day of the September fair.

As a reminder, the Long Island Library Conference will be held at the Crest Hollow Country Club on May 7, 2009. Trustees, Dennis Flavin, Margeurite Barone and Carol Paulsen will be attending this conference.

The Board adjourned to Executive Session at 9:05 p.m.

Regular Session resumed at 9:10 p.m.

The next Board Meeting will be held on Monday, May 18, 2009 at 7:00 p.m.

Adjournment

The meeting was adjourned at 9:11 p.m.

Respectfully submitted,

Diane Longo