

**SACHEM PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
JUNE 15, 2009
7:00 P.M.**

The regular meeting of Sachem Public Library Board of Trustees was attended by Dennis Flavin, Robert Winowitch, Diane Longo, Carol Paulsen, Marguerite Barone, 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.

Public Participation: None

Minutes

The minutes from the Board meeting of May 18, 2009 were approved. (Winowitch, Longo; unanimous)

The minutes from the Executive Session of the Regular Board meeting on May 18, 2009 were approved. (Paulsen, Longo; unanimous)

Payroll and Related Expenses

The Payroll and Related Expenses for May, 2009 in the amount of \$426,005.23 was approved. (Barone, Paulsen; unanimous)

Warrant #38 dated May 14, 2009 in the amount of \$61,007.52 was approved. (Winowitch, Barone; unanimous)

Warrant #39 dated May 28, 2009 in the amount of \$26,520.09 was approved. (Longo, Winowitch; unanimous)

Treasurer's Report

The Treasurer's Report for May, 2009 in the amount of \$6,213,129.99 was approved. (Winowitch, Barone; unanimous)

Schedule of Bills

Trustee, Diane Longo, reviewed the June 15, 2009 Schedule of Bills before being presented to the Board for their approval.

The June 15, 2009 Schedule of Bills, Warrant #40, in the amount of \$189,624.00 was approved. (Longo, Paulsen; unanimous)

Administrator's Reports

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

To her report Mrs. Willner added the following:

The Summer Reading Clubs and programs are off to a good start. PALS staff was particularly helpful in resolving challenges due to the large volume with the online program registration.

The New York Library Association Conference will be held in Niagara Falls this year. At this year's conference, staff members Carol Brand and Virginia Pfeifer will present a program highlighting our Library's Wellness Programs and Andrew Bollerman will be part of a team presenting a program in Teen "Battles."

Mrs. Brand gave an overview on the evolution of Large Print books with statistics.

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

- As our population ages and vision and eyestrain problems crop up, demand for larger print books is projected to increase.
- Large Print book production has expanded to include best sellers, paperbacks, non-fiction and (a new trend) children's and teen titles.
- Hachette's Large Print book production increased by 79% this year.
- Last year nearly 14,000 Sachem Large Print circulated; this year over 15,000 titles have circulated.
- A new company called *Read How You Want* caters to those who not only have low vision, but also to those with dyslexia, other learning disabilities or visual tracking problems.
- Although Large Print book publishers are keeping an eye on devices like the Kindle, they feel many people enjoy the tactile experience of reading the book as part of the pleasure in reading.

To her report Mrs. Brand added the following:

Staff had their 9th Annual Plant Swap and also enjoyed an EAP Workshop on *Enhancing Self-Esteem*, a LI Ducks game and Yoga.

Mrs. Brand added that the Blood Drive was a great success. Out of the 46 patrons/staff registered donors, 39 pints were collected. Thank you, to Ginger Pfeifer who coordinated this effort and to those who volunteered making the Blood Drive a success.

Department Reports

The Board reviewed all the department statistics with interest. Mr. Flavin indicated that most statistics appear to be up.

Internal Auditor's Report

The Board reviewed the Internal Auditor's Report. Mr. Flavin noted that Commerce Bank named in the report must be changed to the new name, TD Bank.

Old Business

Mrs. Willner gave an update on the bids presented for the garden site work for the outdoor garden and programming area.

On the director's recommendation the Board approved the acceptance of the bid of The Quintal Group, 359 Main Street, Suite 1B, Islip, NY 11751 for Contract No. 4—Site Preparation & Landscaping, Masonry & Hardscapes and Asphalt Paving & Curbing—for the Library Garden site work. Quintal's base bid, submitted June 9, 2009, is \$317,735.00. The director further recommends that the Board decline Quintal's bids for Alternate 1 – deduct and Alternate 2 – deduct. (Longo, Winowitch; unanimous)

New Business

The Disposal of Equipment was approved. (Winowitch, Barone; unanimous)

On the director's recommendation the Board approved the purchase of one Konica Minolta Bizhub C550 Digital Color System for \$20,995.00. The copier is on State contract and will replace an exhausted high speed black and white copier. This copier falls within our regular replacement plan for high speed copy equipment. (Barone, Winowitch; unanimous)

At the SCLS Spring Trustee Workshops on June 4 and 8, 2009, SCLS Director Kevin Verbesey made recommendations for good practices for Library Boards. Board President Dennis Flavin requested that the Library Board review Sachem's By-Laws. Mr. Flavin brought particular attention as to how absences from Library Board meetings are addressed in the By-Laws. The Sachem By-Laws will be placed on the July agenda for discussion.

The Board adjourned to Executive Session at 8:10 p.m. to discuss the Personnel Report and contract negotiations. (Paulsen, Winowitch; unanimous)

Regular Session resumed at 9:00 p.m.

The Personnel Report was approved. (Barone, Longo; unanimous)

The next Board Meeting will be held on Monday, July 20, 2009 at 7:00 p.m.

Adjournment

The meeting was adjourned at 9:02 p.m.

Respectfully submitted,

Diane Longo