

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

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

The meeting was called to order at 7:03 p.m.

The meeting began with the salute to the flag.

Carol Paulsen was sworn in earlier in the day as an elected trustee for a five-year term from July 1, 2009 to June 30, 2014.

Public Participation: None

The rotation of officers was recognized with Robert Winowitch named as President for the period of July 1, 2009 to June 30, 2010 and Diane Longo named as Vice President for the period of July 1, 2009 to June 30, 2010.

The floor opened for nominations for the position of Secretary.

Diane Longo made a motion to nominate Marguerite Barone for secretary of the SACHEM Public Library Board for the period of July 1, 2009 to June 30, 2010. Dennis Flavin seconded the motion. Motion carried unanimously.

**Minutes**

The minutes of the Board meeting of June 15, 2009 were approved. (Flavin, Barone; unanimous)

The minutes of the Executive Session of the June 15, 2009 Board meeting were approved. (Longo, Barone; unanimous)

**Payroll and Related Expenses**

The Payroll and Related Expenses for June 2009 in the amount of \$494,423.91 was approved. (Longo, Flavin; unanimous)

Warrant #41 dated June 11, 2009 in the amount of \$44,893.18 was approved. (Barone, Longo; unanimous)

Warrant #42 dated June 25, 2009 in the amount of \$70,212.38 was approved. (Flavin, Barone; unanimous)

**Treasurer's Report**

The Treasurer's Report for June 2009 in the amount of \$6,295,985.20 was approved. (Flavin, Longo; unanimous)

## **Schedule of Bills**

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

The July 20, 2009, Schedule of Bills, Warrant #2 in the amount of \$224,362.14 was approved. (Longo, Flavin; unanimous)

## **Administrator's Reports**

The Board reviewed the director's report with interest.

To her report, Mrs. Willner added the following:

Mrs. Willner gave an update on the progress of the outdoor garden. She indicated that we are waiting on specifications on the first change order, pruning of trees.

The Board authorized Mrs. Willner to approve change orders up to \$10,000.00. (Barone, Longo; unanimous)

The customer service workshop for staff, "Leading Pro-active Service and Roving," was very successful.

The final name tags proofs have been approved and will arrive in approximately two weeks.

Mrs. Willner indicated that staff was very thankful to the Board for offering a payroll advance to get through the pay period transition.

The new Library Webpage was launched on Friday, July 17, 2009. Mrs. Willner thanked Carol Brand for coordinating the work on the new Webpage and all staff for their combined efforts. All staff have received new e-mail addresses.

Mrs. Brand reported on the statistics of a Summer Day at the Library.

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

- On July 6<sup>th</sup> Circulation staff handled 10,500 circulation transactions, accounting for 6% of the county total of 166,319.
- Circulation fell only 113 short of the 10,000 mark on the following Monday.
- 14 programs were held on July 6<sup>th</sup> beginning 9:30 a.m. with the last ending at 8:30 p.m.
- In the first two weeks of July the Library averaged 80 programs a week.
- On July 6<sup>th</sup> the Summer Reading Club counts for Children's was over 2,500. As of today Children's is over 3,000; Teens over 600 and Adult over 400.
- On July 7<sup>th</sup> Circulation received approximately 30 bags of interlibrary loans to process.

## **Department Reports**

The Board reviewed the department statistics with interest. Mrs. Barone questioned the Total's for Library Cards YTD for 2008 and 2009. Mrs. Willner will check the figures.

## **Old Business**

The Board reviewed the Sachem By-Laws. Revisions will be presented at the September 21, 2009 Board meeting.

Upon the recommendation of Beatty, Harvey & Associates, LLP and the director, the Board rejected all bids for Sachem Public Library Green, Contract 2 – Masonry & Hardscapes – and Contract 3 – Asphalt Paving & Curbing. There were no bids on Contract 1 – Site Preparation & Landscaping. Contract 4 – Site Preparation & Landscaping, Masonry & Hardscapes and Asphalt Paving & Curbing was awarded at the May Board meeting. (Barone, Flavin; unanimous)

### **New Business**

On the director's recommendation, the Board approved Douglas McNally as library attorney at the rate of \$225.00 per hour. (Longo, Flavin; unanimous)

On the director's recommendation, the Board approved the appointment of the firm of Portnoy, Messinger, Pearl & Associates, Inc. as library negotiator and employment attorney at the rate of \$235.00 per hour. (Longo, Flavin; unanimous)

On the director's recommendation, the appointment of Nawrocki, Smith LLP as library auditor at a fee not to exceed \$22,000.00 was approved. (Barone, Flavin; unanimous)

On the director's recommendation the Board approved the appointment of Donald Fischer as Internal Auditor for 2009/2010 fiscal year at the rate of \$85.00 per hour. (Longo, Barone; unanimous)

On the director's recommendation, the Board approved the appointment of Paul Gomes as library treasurer at the rate of \$350.00 per month. (Barone, Longo; unanimous)

On the director's recommendation, the Board approved the appointment of Dona Giordano as recording secretary. (Longo, Flavin; unanimous)

On the director's recommendation, the Board approved the designation of JP Morgan Chase Bank, NA, 130 Portion Road, Ronkonkoma, NY 11779 and TD Bank, 155 Pinelawn Road, Melville, NY 11747, for savings, certificates of deposit, checking, and money market accounts. (Barone, Longo; unanimous)

On the director's recommendation, the Board approved the following institutions as depositories of library funds for the purpose of investment: (1) JP Morgan Chase Bank, NA (2) JP Morgan Chase Investment Services Corp., NA (3) The Bank of New York (4) Citibank, (5) TD Bank, (6) HSBC Bank USA, (7) Capital One, (8) United States Treasury. (Longo, Flavin; unanimous)

In accordance with the Procurement Policy, the director recommends the appointment of Board members, Marguerite Barone and Dennis Flavin, as authorized signers for the 2009/2010 fiscal year. (Longo, Winowitch; unanimous)

On the director's recommendation, the Board approved the appointment of Judith M. Willner as Records Management Officer (RMO) in compliance with the New York State Department of Education, Office of Cultural Information, New York State Archives. (Longo, Barone; unanimous)

On the director's recommendation, the Board approved the following newspapers be used officially at any time it appears to the advantage of the library to do so: (1) Ronkonkoma Review and (2) Suffolk County News. (Longo, Flavin; unanimous)

On the director's recommendation, the Board approved the appointment of Renee Capitanio and Denise Heid as Innovative Coordinators. The Board approved a \$1,000.00 stipend for Denise Heid. The stipend for Renee Capitanio has been built into her annual salary. (Longo, Barone; unanimous)

On the director's recommendation, the Board approved the attendance of Nancy Elliott, Karen Filippone, Denise Heid, Amy Johnston, Virginia Pfeifer, Carol Brand and Judith Willner at the New York Library Association's Conference to be held in Niagara Falls, New York, October 14 – 17, 2009. (Flavin, Longo; unanimous)

The Board reviewed the updated Organizational Chart.

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

The next Board Meeting will be held on Monday, September 21, 2009 at 7:00 p.m.

### **Adjournment**

The meeting adjourned at 8:50 p.m.

Respectfully submitted,

Marguerite Barone