

**SACHEM PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
OCTOBER 19, 2009
7:00 P.M.**

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

Guests: Michael Nawrocki and Nikki Pellegrini of Nawrocki, Smith LLP;
Joanne Ortiz

The meeting was called to order at 7:05 p.m.

The meeting began with the salute to the flag.

There was a moment of silence for former employee and library treasurer, Anne Dowd.

Public Participation: None

Mrs. Willner introduced Mr. Nawrocki and Ms. Pellegrini of Nawrocki, Smith LLP to the Library Board of Trustees.

Mr. Nawrocki reviewed the annual auditor's report for the 2008/2009 fiscal year and found everything in order. Mr. Nawrocki made his recommendations to the Library Board.

Mr. Nawrocki thanked the Board and complimented Joanne Ortiz and the Administrative staff for their assistance and thorough preparation of the library audit.

The Board and Mrs. Willner thanked Michael Nawrocki and Nikki Pellegrini for spending the time to review the annual audit.

Robert Winowitch also thanked Joanne Ortiz and the Administrative Staff for doing a wonderful job.

Minutes

The minutes of the Board meeting of September 21, 2009 were approved. (Flavin, Barone; unanimous)

Payroll and Related Expenses

The Payroll and Related Expenses for September 2009 in the amount of \$438,330.02 was approved. (Barone, Flavin; unanimous)

Warrant #9 dated September 3, 2009 in the amount of \$16,969.48 was approved. (Paulsen, Barone; unanimous)

Warrant #10 dated September 17, 2009 in the amount of \$66,862.58 was approved. (Barone, Flavin; unanimous)

Treasurer's Report

The Treasurer's Report for September 2009 in the amount of \$6,376,167.22 was approved. (Paulsen, Flavin; unanimous)

Schedule of Bills

Trustee, Robert Winowitch, reviewed the October 19, 2009 Schedule of Bills before being presented to the Board for their approval.

The October 19, 2009 Schedule of Bills, Warrant #11, in the amount of \$306,004.69 was approved. (Flavin, Barone; unanimous)

Administrator's Reports

The Board reviewed each of the administrator's reports with interest.

Mrs. Willner added the following to her report:

Mrs. Willner thanked Joanne Ortiz, Judy Castaldo and John Cox for their outstanding work as reflected in the Library Audit.

The 2009 SCLS proposed operating budget projects a 2.8% increase in member library support from our Library.

Mrs. Willner indicated that staff members Andrew Bollerman, Virginia Pfeifer and Carol Brand presented programs at the recent NYLA Conference. Staff did a wonderful job on their Teen and Wellness Committee presentations and received compliments from those who attended.

Mrs. Brand gave a statistical review of other components of the Library's new webpage—Traffic Sources and Content.

Department Reports

The Board reviewed the department statistics with interest.

Old Business

The Revised Code of Ethic for Trustees was approved. (Barone, Flavin; unanimous)

A second reading of the amendments to the By-Laws of the Sachem Public Library were read aloud as follows:

ARTICLE II. MEMBERSHIP

Section 2

If any Trustee shall fail to attend 3 consecutive meetings without excuse accepted as satisfactory by the Trustees, he shall be deemed to have resigned. An excused absence is defined as one where prior notification has been given to the President of the Board or

to the director, and the President approves such request for excused absence, or, in the case the President asks to be excused, the Vice President approves such request.

ARTICLE III. OFFICERS

Section 2

The President of the Board shall preside at all meetings; appoint all committees; authorize all calls for any special meetings, postponements or cancellations; and generally perform the duties of a presiding officer.

ARTICLE IV. MEETINGS

Section 4

In case of emergency, action may be taken by the Board by telephoned or electronic concurrence of a majority of the members and such action shall be noted in a special memorandum placed in the minute book and signed by the person obtaining such concurrence and shall be reported in the minutes of the next meeting; and such action shall be subject to ratification by vote of the Trustees at the next meeting.

Section 6

- a. Notices of all meetings shall be given to all members at least five days before the meeting except where a special or emergency meeting of the Board is called. In such event notice of the meeting shall be given as soon as practicable in a form determined by the President.
- b. Public notices of the time and place of a meeting scheduled at least one week prior thereto, shall be given to the public and news media seventy-two hours before such meeting.
- c. Public notice of the time and place of every other meeting shall be given to the extent practicable, to the public and news media at a reasonable time prior thereto.
- d. The public notice provided for shall not be construed to require publication as a legal notice.

Section 7

If a member of the Board is unable for good reason to attend a scheduled meeting, the President of the Board or the Director will be notified as soon as possible. If a quorum cannot be met, the President of the Board shall confer with the Director and the Director shall notify the remaining members if there shall be a postponement or cancellation of the meeting.

The Board approved the amended By-Laws by adopting the revision. (Flavin, Barone; unanimous)

On the director's recommendation the Board amended the 2009/2010 Appointment of Professional Consultants and Representatives, by appointing Douglas K. McNally representing the firm of Hamburger, Maxson, Yaffe, Wishod, Knauer, LLP of 225 Broadhollow Road, Suite 301E, Melville, NY 11747, as library attorney effective December 1, 2009 at \$225.00 per hour. Mr. McNally is dissolving his current practice and joining the above named firm. (Flavin, Paulsen; unanimous)

Mrs. Willner gave an update on the performance garden. The change order previously approved has been paid, work is progressing on the lighting proposal and the gates have been installed at the entrances/exits of the performance garden.

New Business

The SCLS Draft 2010 Budget was presented to the Board for review. The Board will vote on the final version of this budget at the November Board meeting.

On the director's recommendation the Board approved the increase to the portion of the Unreserved Fund Balance Designated for Post-employment Benefit Obligations by \$1,000,000.00, retroactive to June 30, 2009. These funds are to be taken from the Unreserved Fund Balance. (Flavin, Barone; unanimous)

On the director's recommendation the Board approved the establishment of a Reserve for Retirement Contributions, funding this reserve with \$300,000.00 to be taken from the Unreserved Fund Balance, retroactive to June 30, 2009. (Barone, Flavin; unanimous)

On October 6, 2009 the Board approved through electronic transmission an emergency resolution to reduce by \$34,569.00 the debt service charged to district residents as approved in the Library's 2009/2010 budget vote. (Winowitch, Flavin, Barone) On the director's recommendation the Board ratified the above electronic approval. (Flavin, Barone; unanimous)

On the director's recommendation the Board awarded the contract for Alternate Bid 1A for total electrical and site work on the installation of a standby generator to Rolands Electric, 307 Suburban Avenue, Deer Park, NY 11729, in the amount of \$169,029.00. (Barone, Flavin; unanimous)

On the director's recommendation the Board rejected all bids for the base contract for total electrical and site work on the installation of a standby generator. (Flavin, Paulsen; unanimous)

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

The Board approved the Sachem Public Library Closings for 2010. (Flavin, Barone; unanimous)

The Board approved the revised dates for the regular monthly meetings for 2010 and determination of rotation for monthly signing of bills. (Barone, Flavin; unanimous)

The Holiday Staff Party will be held on Saturday, December 5, 2009 from 6 to 9 p.m.

The next regular Board Meeting will be held on Monday, November 16, 2009 at 7:00 p.m.

Correspondence

A letter was received from Douglas K. McNally indicating that he would be dissolving his current practice and joining the firm of Hamburger, Maxson, Yaffe, Wishod, Knauer, LLP as a partner effective December 1, 2009.

Adjournment

The meeting adjourned at 9:10 p.m.

Respectfully submitted,

Marguerite Barone