

**SACHEM PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
DECEMBER 21, 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, Carol Paulsen, Judith Willner, Carol Brand and Joanne Ortiz.

The meeting was called to order at 7:12 p.m.

The meeting began with the salute to the flag.

Public Participation: None

Minutes

The minutes of the Board meeting of November 16, 2009 were approved. (Paulsen, Barone; unanimous)

Payroll and Related Expenses

The Payroll and Related Expenses for November 2009 in the amount of \$760,066.57 was approved. (Longo, Paulsen; unanimous)

Warrant #17 dated November 12, 2009 in the amount of \$312,341.97 was approved. (Barone, Paulsen; unanimous)

Warrant #19 dated November 25, 2009 in the amount of \$77,539.34 was approved. (Flavin, Longo; unanimous)

Treasurer's Report

The Treasurer's Report for November, 2009 in the amount of \$5,865,976.63 was approved. (Flavin, Barone; unanimous)

Schedule of Bills

Trustee, Carol Paulsen, reviewed the December 21, 2009 Schedule of Bills before being presented to the Board for their approval.

The December 21, 2009 Schedule of Bills, Warrant #18, in the amount of \$179,212.42 was approved. (Paulsen, Longo; unanimous)

Administrator's Reports

The Board reviewed the Administrator's Report with interest.

To her report Mrs. Willner added the following:

The proposed FY 2010/2011 budget is near completion. Preliminary figures will be presented at the January Board Meeting. Subsequent to the January Board Meeting, Mrs. Willner and Mrs. Brand will meet with the Board Budget Committee to finalize the budget proposal. The members of the budget committee were appointed at the Board Meeting. The committee members are; Marguerite Barone, Dennis Flavin and Robert Winowitch.

The Friends of the Sachem Public Library made a donation in the amount of \$5,000.00 towards the Museum Adventure program. The Friends are interested in donating to different programs throughout the year. A member of the Friends of the Sachem Public Library gave encouraging feedback to Mrs. Willner about the museum passes.

Mrs. Brand gave a statistical review of the activities completed by the Library's Teen volunteers.

To her report Mrs. Brand added the following:

The teen department has met an increasing demand for teens that are looking to volunteer their time. Mrs. Brand discussed the different tasks that the Teen department created for the volunteers.

Department Reports

The Board reviewed all the department statistics with interest.

Internal Auditor's Report

The Board reviewed the Internal Auditors Report with interest.

Old Business

The Board approved the Revised Technology Plan. (Flavin, Longo; unanimous)

Mrs. Willner gave an update on the performance garden. Mrs. Willner met with Michael Conte of Syntax Communication and discussed details regarding the ribbon cutting ceremony. The ceremony is to be held on May 15 and 16, 2010.

Mr. Flavin inquired about the resolution for the lighting. Mrs. Willner responded that the Library is in the process of going out to bid on the lighting.

There was a discussion on two change orders related to the new outdoor electrical service. The smaller, \$5,020.00, addresses extension of conduits and branch wiring; the larger, not to exceed \$18,750.00, relates to getting power to the site and connecting to the existing LIPA utility pole.

The Board approved the change order in an amount not to exceed \$18,750.00 for work related to the installation of exterior power to the Library's outdoor facility, including connection to the existing LIPA utility pole. This amount would be reduced by the contract allowance of \$7,500.00, resulting in an effective cost increase of \$11,250.00. (Flavin, Longo; unanimous)

Mr. Winowitch inquired about the noise level of the generator. Mrs. Willner responded that the electrician indicated the generator was relatively quiet. Mrs. Willner will seek further details.

Joseph Ford and Associates have begun the process of putting together a coordinated request for purchase (RFP) of RFID technology and equipment.

In November the Board accepted the proposal of Joseph Ford and Associates in an amount not to exceed \$20,000.00. The Board motioned to revise the November motion so as to reimburse SCLS for contracting with Joseph Ford and Associates in an amount not to exceed \$20,000.00. (Longo, Paulsen; unanimous)

New Business

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

The Board approved the attendance of Carol Brand, Kelly Coates, Renee Capitanio, Alan Schelp and Lisa Stevens at the American Library Association Conference in Washington, DC, June 24-29, 2010. (Longo, Barone; unanimous)

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

The next Board Meeting will be held on Wednesday, January 20, 2010 at 7:00 p.m.

The Board adjourned to executive session at 8:31p.m. to discuss the director's annual review. (Longo, Barone; unanimous)

Regular session resumed at 8:45pm.

Adjournment

The meeting adjourned at 8:46 p.m.

Respectfully submitted,

Marguerite Barone