

**SACHEM PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
JUNE 21, 2010
7:00 P.M.**

The regular meeting of Sachem Public Library Board of Trustees was attended by Diane Longo, Marguerite Barone, Dennis Flavin, Carol Paulsen, Judy Willner, Carol Brand and Joanne Ortiz.

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

The meeting began with the salute to the flag.

Public Participation: None

Guest: Frances Altemose, Librarian III and Head of Community Services

Frances Altemose, Librarian III and Head of Community Services, who has worked at the Sachem Public Library 20 years, will be retiring on August 1, 2010. The Board presented Frances with a gift and wished her well in her retirement. Mrs. Altemose will be missed by both staff and the community. Mrs. Altemose thanked the Board for their gift and best wishes.

Minutes

The minutes from the Board meeting of May 17, 2010 were approved. (Flavin, Barone; unanimous)

The minutes from the Executive Session of the Regular Board meeting on May 17, 2010 were approved. (Barone, Flavin; unanimous)

Payroll and Related Expenses

The Payroll and Related Expenses for May, 2010 in the amount of \$456,034.15 was approved. (Flavin, Paulsen; unanimous)

Warrant #38 dated May 13, 2010 in the amount of \$10,990.31 was approved. (Barone, Paulsen; unanimous)

Warrant #40 dated May 27, 2010 in the amount of \$82,094.65 was approved. (Flavin, Barone; unanimous)

Treasurer's Report

The Treasurer's Report for May, 2010 in the amount of \$6,067,376.86 was approved. (Barone, Flavin; unanimous)

Schedule of Bills

Trustee, Robert Winowitch, reviewed the June 21, 2010 Schedule of Bills before being presented to the Board for their approval.

The June 21, 2010 Schedule of Bills, Warrant #39, in the amount of \$157,565.69 was approved. (Barone, Flavin; 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 Club registrations are going very well. Last year our Children's librarians beta tested a new online registration module. This year, thanks to their pioneering efforts, online registration is being used effectively throughout the County.

There was a break-in to the security of our webpage. Our IT department worked diligently to correct the situation.

We were deeply saddened by the sudden passing of Reference Librarian Susan Carmiencke. Sue was a kind and thoughtful person, and a dedicated professional.

Negotiations have been completed for the SCLS purchase of RFID. The contract will go to the SCLS Board for their consideration at their July 21, 2010 meeting. Mrs. Willner gave an explanation to the Board on the RFID chip and the information it will hold. She also spoke about the next step which will be to establish uniformity in the RFID data model.

The PLDA Golf Fundraiser will be held on September 23, 2010, anyone who would like to attend, please RSVP to Mrs. Willner.

Mrs. Brand spotlighted the Circulation Department.

To her report Mrs. Brand added the following:

Mrs. Brand added that the Blood Drive was a great success. The drive collected 51 pints donated by registered patrons/staff members. Thank you again, 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.

Circulation statistics are increasing and the Library is looking into a door counter for the garden—*Inside/Out*.

Old Business

Mrs. Willner gave an update on contract negotiations in Executive Session.

Mrs. Willner gave an update on the RFID status under Administrative Reports.

New Business

The Board approved three nights of overnight travel to Las Vegas for Judith Willner, Carol Brand, Renee Capitanio and Virginia Pfeifer, to assess Envisionware's RFID installation in the field. (Flavin, Paulsen; unanimous)

The Board adjourned to Executive Session at 8:00 p.m. to discuss the Personnel Report and contract negotiations. (Flavin, Barone; unanimous)

Regular Session resumed at 8:46 p.m.

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

Mrs. Willner is investigating the new Retirement Incentive and will get back to the Board at the July 19, 2010 Board meeting.

The Suffolk County Legislative Breakfast will be held on Friday, September 17, 2010.

The next Board Meeting will be held on Monday, July 19, 2010 at 7:00 p.m.

Correspondence

A letter of retirement was received from Frances Altemose, Librarian III and Head of Community Services.

Adjournment

The meeting was adjourned at 8:48 p.m. (Barone, Flavin; unanimous)

Respectfully submitted,

Marguerite Barone