

**SACHEM PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
DECEMBER 20, 2010
7:00 P.M.**

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

Guest: Lauren Gilbert, Head of Community Services

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

The meeting began with the salute to the flag.

Public Participation: None

Mrs. Willner introduced Lauren Gilbert, new Head of Community Services, to the Board of Trustees. The Board welcomed Lauren to the Library. Mrs. Gilbert indicated that she has fully adapted to her position and that she works with a great staff.

Minutes

The minutes of the Board meeting of November 15, 2010 were approved. (Flavin, Paulsen; unanimous)

The minutes of Executive Session of November 15, 2010 were approved. (Flavin, Paulsen; unanimous)

Payroll and Related Expenses

The Payroll and Related Expenses for November 2010 in the amount of \$978,191.70 was approved. (Barone, Flavin; unanimous)

Warrant #19 dated November 10, 2010 in the amount of \$517,476.24 was approved. (Flavin, Barone; unanimous)

Warrant #21 dated November 24, 2010 in the amount of \$78,829.94 was approved. (Paulsen, Flavin; unanimous)

Treasurer's Report

The Treasurer's Report for November, 2010 in the amount of \$5,748,559.76 was approved. (Barone, Flavin; unanimous)

Schedule of Bills

Trustee, Robert Winowitch, reviewed the December 20, 2010 Schedule of Bills before being presented to the Board for their approval.

The December 20, 2010 Schedule of Bills, Warrant #20, in the amount of \$196,887.07 was approved. (Paulsen, Flavin; unanimous)

Administrator's Reports

The Board reviewed the Administrator's Report with interest.

To her report Mrs. Willner added the following:

The proposed FY 2011/2012 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. Mrs. Willner requested that two Board members be appointed to the budget committee in January.

Library Legislation day will be held on Tuesday, March 1, 2011. Mrs. Willner requested that Board members notify her by the January, 2011 Board meeting if they plan to attend.

Children's Services has received notice of two grants. Linda Overton secured a grant naming Sachem Public Library as the one library in Suffolk County to receive staff training on *How to Approach Awkward Situations*. Kelly Coates worked with ALA to secure for the Library a \$6,000.00 mini grant to better address the diverse backgrounds within our community.

Mrs. Willner thanked the Board for attending the holiday party.

Mrs. Brand gave a statistical review of the telephone calls received in Circulation, one of the biggest customer service areas particularly in light of telephone program registration.

Department Reports

The Board reviewed all the department statistics with interest.

Conference Reports

The New York Library Association Conference reports were read. The Board indicated that it appeared to be a very interesting conference, especially the visit to a live Audiobooks recording.

Internal Auditor's Report

The Board reviewed the Internal Auditors Report with interest.

Old Business

The RFID conversion team is 90% finished with the book materials. The whole team is making great progress.

New Business

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

On the director's recommendation the Board adopted the resolution authorizing the award of the refuse removal contract:

Resolution offered by Trustee, Dennis Flavin and seconded by Trustee, Marguerite Barone and adopted unanimously.

BE IT RESOLVED that based on the report and recommendation of the Director, the refuse removal contract for a one-year period commencing February 1, 2011, is awarded to Detail Carting, 1590 Lakeland Avenue, Bohemia, NY 11716. The Director is authorized to execute a contract upon the provision by Detail Carting of the required insurance certificates.

The Board approved the attendance of Judith Willner, Linda Bova, Renee Capitanio, Kelly Coates and Nancy Elliott at the American Library Association Conference in New Orleans, LA, June 23-29, 2011. (Barone, Flavin; unanimous)

On the director's recommendation the Board approved the changes in the Library's Premium Only Plan (POP) plan document, and the Library's FSA Summary Plan Document, to agree with the new coverage mandates on group health plans imposed by the "Affordable Care Act." ADP has adopted this amendment on the Library's behalf. (Paulsen, Flavin; unanimous)

The Board adjourned to Executive Session at 8:25 p.m. to discuss the Personnel Report and negotiations. (Paulsen, Barone; unanimous)

Regular Session resumed at 8:59 p.m.

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

The Board approved the salary of the unaffiliated staff. (Paulsen, Flavin; unanimous)

The next Board Meeting will be held on Tuesday, January 18, 2011 at 7:00 p.m.

Correspondence

A letter of thanks was received from Donna Boyle, Executive Director, Brookhaven Roe YMCA.

A letter of resignation was received from Cheryl Masie, Librarian I in Teen Services.

Adjournment

The meeting adjourned at 9:00 p.m.

Respectfully submitted,

Carol Paulsen