

**SACHEM PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
JANUARY 18, 2011
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, Judy Willner, Carol Brand and Dona Giordano.

The meeting was called to order at 7:07 p.m.

The meeting began with the salute to the flag.

Public Participation: None

Diane Longo, Board President, indicated that trustee, Robert Winowitch, notified her that he would not be able to attend this meeting and Mrs. Longo formally excused him.

Minutes

The minutes of the Board meeting of December 20, 2010 were approved. (Flavin, Barone; unanimous)

The minutes of Executive Session of December 20, 2010 were approved. (Paulsen, Flavin; unanimous)

Payroll and Related Expenses

The Payroll and Related Expenses for December 2010 in the amount of \$497,997.76 was approved. (Barone, Flavin; unanimous)

Warrant #22 dated December 9, 2010 in the amount of \$9,045.65 was approved. (Paulsen, Barone; unanimous)

Warrant #24 dated December 23, 2010 in the amount of \$80,096.12 was approved. (Flavin, Barone; unanimous)

Treasurer's Report

The Treasurer's Report for December, 2010 in the amount of \$5,796,369.59 was approved. (Flavin, Barone; unanimous)

Schedule of Bills

Trustee, Robert Winowitch, reviewed the January 18, 2011 Schedule of Bills before being presented to the Board for their approval.

The January 18, 2011 Schedule of Bills, Warrant #23, in the amount of \$110,279.83 was approved. (Flavin, Barone; unanimous)

Administrator's Report

The Board reviewed each of the Administrator's Reports with interest.

To her report Mrs. Willner added the following:

Library Legislation Day will be held on Tuesday, March 1, 2011. Mrs. Willner and trustees, Marguerite Barone, Carol Paulsen and Dennis Flavin, will be attending Library Legislation Day. They will also be attending a meeting on February 28, 2011 in Albany prior to Library Legislation Day activities.

Mrs. Willner gave the Board an update on the RFID project. She indicated that the book collection has been completed and the team is working on non-fiction DVD's and Children's Room Media. There have been some problems playing tagged BluRay discs on certain televisions. The problem is being reviewed.

Mrs. Willner reviewed with the Board the statistics of the Library for the decade since the opening of our beautiful expanded and renovated facility.

The April 18, 2011 Board Meeting time was changed to 3:00 p.m. instead of the usual 7:00 p.m. time slot.

Mrs. Brand gave a statistical review of both individual and library patron usage and county-wide usage of the *Live-brary.com Research* databases.

Mrs. Brand also added the following:

Mrs. Brand indicated that the Blood Drive was a great success. Out of the 78 patrons/staff registered donors, 70 pints were collected. Thank you, to Ginger Pfeifer who coordinated this effort and to those who volunteered making the Blood Drive a success.

Mrs. Brand thanked staff for a very successful *De-stressing at Work Week* for staff before the holidays. As part of *De-Stress Week*, staff was asked to work as a team to build a gingerbread house. All the teams were very imaginative, and this year *Team RFID* won the *Gingie Award*.

Department Reports

The Board reviewed all the department statistics with interest.

There was a discussion on all the various types of electronic reading resources available and the implications for our Library.

Old Business

Mrs. Willner indicated that the preliminary draft of the proposed 2011/2012 Budget has been completed. Mrs. Willner and Mrs. Brand will meet with the Budget Committee on Tuesday, February 1, 2011 at 2:00 p.m. to finalize the budget. Dennis Flavin and Marguerite Barone will serve as the Board Committee to review the proposed FY 2011/2012 budget prior to presentation to the entire Board for approval at the February Board meeting.

Mrs. Willner reviewed the major changes in the budget lines.

The Board began reviewing policies that were created and/or have not been reviewed within the past five years. The director recommended the board review and affirm or revise the Confidentiality Policy, Smoke Free Workplace Policy and Weapons Policy.

The Board reviewed and reapproved without changes the Confidentiality Policy.
(Flavin, Barone; unanimous)

The Board approved the revised Smoke Free Workplace Policy. (Flavin, Paulsen; unanimous)

The Board approved the revised Weapons Policy. (Paulsen, Flavin; unanimous)

The RFID project is on to the next phase. Decisions will now need to be made on the design of the hardware, and where it will be located.

Mrs. Willner gave an update on contract negotiations.

New Business

The Board approved the attendance of Jamie Edrich and Andrew Bollerman at the 26th Annual Computers in Libraries Conference, March 21 – 23, 2011 in Washington, D.C. (Barone, Paulsen; unanimous)

Mrs. Willner thanked the Board for giving her the opportunity to attend the June 2011 American Library Association Conference, but indicated that she would not be able to attend this year.

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

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

Library Legislation Day will be held on Tuesday, March 1, 2011.

The Board approved one night of overnight travel to Albany on February 28, 2011 for Judith Willner, Marguerite Barone, Carol Paulsen and Dennis Flavin for meetings held in advance of and including Library Legislation Day. (Paulsen, Flavin; unanimous)

The date for the FY 2011/2012 Budget Vote and Trustee Election is April 5, 2011.

The trustee position held by Robert Winowitch is up for vote this year. Mr. Winowitch will seek re-election.

There will be a Staff Recognition meeting on Tuesday, February 15, 2011. Mrs. Willner extended an invitation to the Board of Trustees.

The next Board Meeting will be held on Thursday, February 17, 2011 at 7:00 p.m.

The Board adjourned to Executive Session at 9:30 p.m. for the Director's Annual Review. (Barone, Flavin; unanimous)

Regular Session resumed at 10:05 p.m.

Correspondence

The Board received a letter of thanks from James Olney, Assistant Director, Northport-East Northport Public Library.

The Board received a letter from Harold G. Trabold, President of the Suffolk Cooperative Library System Board of Trustees, regarding recommendations for qualified Library Budget Vote dates.

Adjournment

The meeting was adjourned at 10:10 p.m.

Respectfully submitted,

Carol Paulsen