

**SACHEM PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
FEBRUARY 17, 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, Robert Winowitch, Judy Willner, Carol Brand and Dona Giordano.

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 January 18, 2011 were approved. (Flavin, Winowitch; unanimous)

Payroll and Related Expenses

The Payroll and Related Expenses for January 2011 in the amount of \$511,481.79 was approved. (Barone, Winowitch; unanimous)

Warrant #25 dated January 1, 2011 in the amount of \$9,447.20 was approved. (Paulsen, Barone; unanimous)

Warrant #26 dated January 6, 2011 in the amount of \$9,946.31 was approved. (Winowitch, Barone; unanimous)

Warrant #27 dated January 20, 2011 in the amount of \$89,251.36 was approved. (Flavin, Paulsen; unanimous)

Treasurer's Report

The Treasurer's Report for January, 2011 in the amount of \$5,919,796.31 was approved. (Barone, Winowitch; unanimous)

Schedule of Bills

Trustee, Dennis Flavin, reviewed the February 17, 2011 Schedule of Bills before being presented to the Board for their approval.

The February 17, 2011 Schedule of Bills, Warrant #28, in the amount of \$225,378.18 was approved. (Paulsen, Winowitch; unanimous)

Administrator's Reports

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

To her report Mrs. Willner added the following:

Staff enjoyed the Staff Recognition Meeting/Luncheon on Tuesday, February 15, 2011, and the evening reception as well.

Mrs. Willner indicated that she will be going to Albany for Library Legislation Day with Board members, Marguerite Barone, Carol Paulsen and Dennis Flavin on February 28, 2011.

Mrs. Brand reported on the collaborative role the Suffolk Cooperative Library System plays in our Library's everyday operation.

Department Reports

The Board reviewed all the department statistics with interest.

Old Business

Mrs. Willner indicated that the Board Budget Committee met on February 1, 2011 to go over the budget in depth. Mrs. Willner then presented a line-by-line review of the proposed FY 2011/2012 budget line amounts. This proposed budget reflects a 2.24% increase in the operating budget tax levy.

The Board approved the director's recommendation to add the Library Budget line for the Mandatory Expense—*MTA Tax*. (Flavin, Winowitch; unanimous)

The Board approved the use of \$400,000.00 of "Unreserved Funds" in the FY 2011/2012 budget, as follows: \$130,000.00 from the Reserve for Capital Improvements; \$70,000 from the Reserve for Technology; and \$200,000.00 from the Reserve for Retirement Contribution. (Flavin, Winowitch; unanimous)

The Board approved the FY 2011/2012 Proposed Budget in the amount of \$9,613,470.00. (Winowitch, Flavin; unanimous)

Mrs. Willner gave an update on negotiations for the Clerical, Part-Time Clerical/Page and Professional Units.

New Business

The Board approved the attendance of Renee Capitanio, Library Innovative Coordinator, at the annual Innovative Users Conference in San Francisco, CA, April 14 – 16, 2011. (Barone, Winowitch; unanimous)

On the director's recommendation, the Board approved the appointment of Nawrocki, Smith, LLP as the Library External Auditor for FY 2011/2012 at a fee of \$22,000.00 in accordance with the engagement letter. A separate engagement letter may be issued covering additional expenses. (Flavin, Barone; unanimous)

The Board approved the Library's 2010 Report to New York State for Public and Association Libraries. (Flavin, Paulsen; unanimous)

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

There was a discussion on the unavailability of the Brookhaven Showmobile for Library outdoor concerts and possible alternatives, as well as other program and patron related issues.

The next Budget Hearing/Board Meeting will be held on Monday, March 21, 2011 at 7:00 p.m. This meeting will be held in the Children's Program Room.

Adjournment

The meeting was adjourned at 9:30 p.m.

Respectfully submitted,

Carol Paulsen