

**SACHEM PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
NOVEMBER 21, 2011  
7:00 P.M.**

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

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

The meeting began with the salute to the flag.

Public Participation: None

**Minutes**

The minutes of the Board meeting of October 17, 2011 were approved. (Paulsen, Winowitch; unanimous)

The minutes of Executive Session of October 17, 2011 were approved. (Winowitch, Paulsen; unanimous)

**Payroll and Related Expenses**

The Payroll and Related Expenses for October 2011 in the amount of \$509,394.03 was approved. (Longo, Winowitch; unanimous)

Warrant #13 dated October 1, 2011 in the amount of \$10,122.00 was approved. (Flavin, Longo; unanimous)

Warrant #14 dated October 13, 2011 in the amount of \$15,525.70 was approved. (Paulsen, Flavin; unanimous)

Warrant #16 dated October 27, 2011 in the amount of \$86,992.84 was approved. (Longo, Winowitch; unanimous)

**Treasurer's Report**

The Treasurer's Report for October 2011 in the amount of \$6,240,659.11 was approved. (Winowitch, Longo; unanimous)

**Schedule of Bills**

Trustee, Dennis Flavin reviewed the November 21, 2011 Schedule of Bills before being presented to the Board for their approval.

The November 21, 2011 Schedule of Bills, Warrant #15, in the amount of \$164,496.69 was approved. (Winowitch, Longo; unanimous)

**Administrator's Reports**

The Board reviewed each of the administrator's reports with interest.

Mrs. Willner added the following to her report:

Mrs. Willner thanked the trustees for attending the Annual Trustee Workshop.

We have begun working on the 2012/2013 Proposed Budget. Mrs. Willner asked for guidance from the Board. A budget committee will be selected at the December Board meeting.

Mrs. Willner received a note from Kevin Verbese, Director, SCLS inquiring on how much MTA tax the library pays. Mr. Flavin distributed a list of member libraries and what MTA taxes they pay in relation to the amount of state aid received.

Patrons are now able to opt in to receive text messages for their hold items.

Mrs. Willner showed the Board the new Lenovo Think Pads which will be available for in-house use in Teen Services.

Mrs. Brand spotlighted Patron Self Registration, a new endeavor, making the Library and our web resources more accessible to our residents. This feature allows a patron to establish a temporary library barcode enabling them to download material, conduct research, place holds and register for "open to everyone" programs. Within 30 days, the patron must produce the necessary forms of ID in person at the Library to receive a full access Library Card.

### **Department Reports**

The Board reviewed all the department statistics with interest. Circulation statistics are still down.

### **Conference Reports**

The New York Library Association Conference reports were read.

### **Old Business**

The Board reviewed the proposed 2012 SCLS operating budget. The proposed budget reflects a 1.3% increase contribution from the Sachem Public Library for Member Library Support Services.

The Board approved the proposed 2012 SCLS operating budget. (Winowitch, Longo; unanimous)

The Board approved the Revised Family and Medical Leave Policy. (Flavin, Winowitch; unanimous)

Mrs. Willner gave an update on the building renovations. Mrs. Willner presented to the Board the selection of carpeting for the Teen Room and main floor. She reviewed the pricing for the carpeting and installation. Mrs. Willner indicated that further clarification is needed before she can make a recommendation for purchase. Mrs. Willner will get back to the Board to schedule a special meeting on this subject if needed.

### **New Business**

On the director's recommendation the Board awarded the contract for the Teen Center Interior Renovation to FML Contracting, 315 Westbury Avenue, Carle Place, New York, in the amount of \$216,000.00 (Flavin, Winowitch; unanimous)

On the director's recommendation the Board rejected all bids for Alternate No. GC-1. (Paulsen, Longo; unanimous)

On the director's recommendation the Board approved the bid of A.R. Kropp Co., & Sons for the purchase of new MJ shelving components in the amount of \$29,087.87. This shelving will be purchased under negotiated New York State Contract pricing. (Flavin, Winowitch; unanimous)

On the director's recommendation the Board approved the bid of A.R. Kropp Co., & Sons for installation of the new shelving components, as well as modification/rearrangement of existing units, and modification of some existing millwork. The amount of this proposal is \$16,035.00. A.R. Kropp Co. & Sons has Preferred Source status as an approved, qualified veteran's workshop, and is exempt from New York State competitive procurement requirements. (Longo, Winowitch; unanimous)

The Board unanimously approved the election of Dennis Flavin as SCLS trustee. (Winowitch, Longo; unanimous)

The Board approved the Disposal of Equipment. (Longo, Paulsen; unanimous)

On the director's recommendation the Board approved the following resolution:

**Be it resolved that**, pursuant to General Municipal Law 3-c(5), the Board of Trustees of Sachem Public Library overrides, for the 2012/2013 fiscal year, the tax levy limit imposed by Municipal Law 3-c(3). (Longo, Flavin; unanimous)

The Board adjourned to Executive Session at 8:29 p.m. to discuss the Personnel Report. (Winowitch, Paulsen; unanimous)

Regular Session resumed at 8:40 p.m.

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

The Board reviewed the invitation to attend the SCLS Annual Meeting that is to be held on Wednesday, December 7, 2011 at 8:00 p.m.

The Staff Holiday Luncheon will be held on Wednesday, December 7, 2011 from 1 p.m. to 2 p.m. Marguerite Barone, Carol Paulsen, Dennis Flavin and Robert Winowitch will be attending.

The next Board Meeting will be held on Monday, December 19, 2011 at 7:00 p.m.

#### **Correspondence**

A letter of thanks was received from Kevin Verbese, Director, Suffolk Cooperative Library System.

#### **Adjournment**

The meeting was adjourned at 8:45 p.m.

Respectfully submitted,

Dennis Flavin