

**SACHEM PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
SEPTEMBER 21, 2009  
7:00 P.M.**

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

The meeting was called to order at 7:02 p.m.

The meeting began with the salute to the flag.

Public Participation: None

**Minutes**

The minutes of the Board meeting of July 20, 2009 were approved. (Flavin, Barone; unanimous)

The minutes of the Special Board meeting of August 6, 2009 were approved. (Barone, Longo; unanimous)

**Payroll and Related Expenses**

The Payroll and Related Expenses for July 2009 in the amount of \$477,643.24 was approved. (Barone, Longo; unanimous)

Warrant #1 dated July 1, 2009 in the amount of \$9,832.80 was approved. (Longo, Barone; unanimous)

Warrant #3 dated July 9, 2009 in the amount of \$14,175.48 was approved. (Flavin, Longo; unanimous)

Warrant #5 dated July 23, 2009 in the amount of \$78,583.02 was approved. (Barone, Flavin; unanimous)

The Payroll and Related Expenses for August 2009 in the amount of \$402,360.20 was approved. (Longo, Flavin; unanimous)

Warrant #6 dated August 6, 2009 in the amount of \$19,359.22 was approved. (Barone, Flavin; unanimous)

Warrant #8 dated August 20, 2009 in the amount of \$76,701.17 was approved. (Longo, Barone; unanimous)

**Treasurer's Report**

The Treasurer's Report for July 2009 in the amount of \$6,331,494.65 was approved. (Flavin, Barone; unanimous)

The Treasurer's Report for August 2009 in the amount of \$6,397,084.21 was approved. (Longo, Flavin; unanimous)

### **Schedule of Bills**

Trustee, Robert Winowitch, reviewed the August 17, 2009 Schedule of Bills before being presented to the Board for their approval.

The August 17, 2009 Schedule of Bills, Warrant #4, in the amount of \$250,391.44 was approved. (Flavin, Longo; unanimous)

Trustee, Dennis Flavin, reviewed the September 21, 2009 Schedule of Bills before being presented to the Board for their approval.

The September 21, 2009 Schedule of Bills, Warrant #7, in the amount of \$326,446.50 was approved. (Barone, Longo; unanimous)

### **Administrator's Reports**

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

To her report, Mrs. Willner added the following:

The entire staff deserves a round of applause for the quality and quantity of services offered to our residents this summer.

There were 47 new library card holders registered at the Fall Festival.

The Library auditors will be at the October 19, 2009 Board of Trustees Meeting.

Mrs. Brand gave a statistical review on the Library's new webpage through Google Analytical.

### **Department Reports**

The Board reviewed the department statistics with interest.

The total Circulation count for the fiscal audit year was 937,593.

### **Internal Auditor's Report**

The Board reviewed the Internal Auditor's Report.

### **Conference Reports**

The American Library Association Conference Reports were read.

### **Old Business**

The amendments to the By-Laws revising Article II Membership, Section 2; Article III Officers, Section 2; and Article IV Meetings, Section 4, Section 6a, Section 7 were read aloud for the first time.

The Board reviewed the proposed revisions on the Code of Ethics of Sachem Public Library Board of Trustees. Mrs. Willner will seek further clarification on the Laws for Trustees and report at the October Board Meeting.

On the director's recommendation the Board approved the amended 2009/2010 appointment of Professional Consultants and Representatives to include the firm of RivkinRadler LLP, 926 RXR Plaza, Uniondale, NY 11556-0926 as library negotiator and employment attorney at the rate of \$235.00 per hour. (Barone, Longo; unanimous)

Mrs. Willner gave an update on the performance garden. The grand opening of the Garden will tentatively be held on May 14 or 15, 2010.

The Garden Illumination Concepts were presented to the Board. The Board reviewed the Outdoor Lighting Proposal and Project Agreement. After a careful review the Board directed Mrs. Willner to work with the designer to develop a proposal that does not exceed \$45,000.00. (Longo, Barone; unanimous)

On the director's recommendation the Board approved Change Order No. 5 for the installation of an Automatic Irrigation System for the Library garden in the amount of \$18,500.00. (Flavin, Barone; unanimous)

The Board approved the Revised Borrowing Guidelines, Fines and Fees Schedule. (Barone, Longo; unanimous)

The Board approved the Revised Investment Policy. (Flavin, Longo; unanimous)

### **New Business**

The Board reviewed the Employee Assistance Program (EAP) Report.

The Board approved the Bills Paid out of Schedule Policy. (Barone, Flavin; unanimous)

The Board approved for 2009/2010 the bills to be paid out of schedule at the first of the month. (Longo, Barone; unanimous)

Mr. Flavin brought to the attention of the Board and for the record that a member of his immediate family is employed by the Joseph Price Agency, Inc., the Library's insurance broker. Mr. Flavin indicated as Library Board Trustee, he has not and will not accept gratuities, favors, or anything of monetary value from the above named vendor. Furthermore, he has always abstained and will continue to abstain, from Board discussions and votes on the disposition of contracts related to insurance matters.

Upon the recommendation of LRF/RM, Inc., who conducted an independent marketing of the Library's insurance, the Board approved the renewal of the contract of Joseph P. Price Agency, Inc. to be insurance broker for the Library, effective September 1, 2009 for 5 years. (Barone, Longo; unanimous; Flavin abstained)

The Board approved the Library's contract with the Joseph P. Price Agency, Inc. for 2009/10 property and liability package, auto, crime, errors and omissions, and umbrella insurance, in the amount of \$68,332.00. (Longo, Barone; unanimous; Flavin abstained)

The Disposal of Equipment was approved. (Longo, Barone; unanimous)

The Board approved the attendance of Children's Librarian Lisa Stevens at the New York Library Conference in Niagara Falls, NY, October 14-17, 2009. Ms. Stevens will be going in lieu of Children's Librarian Amy Johnston, who has declined the invitation. (Barone, Longo; unanimous)

The Board approved the attendance of Susan Tychnowicz, Alan Schelp, Linda Overton, Amy Johnston and Judith Willner at PLA, the biannual Public Library Association Conference, in Portland, Oregon, March 23-27, 2010. (Longo, Flavin; unanimous)

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

The Annual Trustee Workshop will be held on Wednesday, November 4, 2009 at SCLS from 7 to 9 p.m. Trustees, Marguerite Barone and Dennis Flavin will be attending.

The next Board Meeting will be held on Monday, October 19, 2009 at 7:00 p.m.

The Board reviewed the Population Map of the Library District in consideration of a possible book drop site.

### **Correspondence**

A letter was received from Senator Brian X. Foley indicating that he has secured \$250,000.00 through the Dormitory Authority of the State of New York for the Library.

A letter was received from Irving Tolvier, President, Board of Trustees of the Suffolk Cooperative Library System indicating that Harold G. Trabold's term of office as a member of the Suffolk Cooperative Library System Board is expiring on December 31, 2009. Mr. Trabold is eligible for re-election to the System Board.

### **Adjournment**

The meeting was adjourned at 9:35 p.m.

Respectfully submitted,

Marguerite Barone