

**SACHEM PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
JANUARY 18, 2012  
7:00 P.M.**

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

The meeting was called to order at 7:04 p.m.

The meeting began with the salute to the flag.

Public Participation: None

**Minutes**

The minutes of the Board meeting of December 19, 2011 were approved. (Longo, Winowitch; unanimous)

**Payroll and Related Expenses**

The Payroll and Related Expenses for December 2011 in the amount of \$537,207.85 was approved. (Winowitch, Longo; unanimous)

Warrant #20 dated December 8, 2011 in the amount of \$9,245.87 was approved. (Flavin, Longo; unanimous)

Warrant #21 dated December 22, 2011 in the amount of \$92,055.00 was approved. (Winowitch, Longo; unanimous)

**Treasurer's Report**

The Treasurer's Report for December, 2011 in the amount of \$5,665,355.19 was approved. (Flavin, Winowitch; unanimous)

**Schedule of Bills**

Trustee, Dennis Flavin, reviewed the January 18, 2012 Schedule of Bills (dated January 19, 2012) before being presented to the Board for their approval.

The January 18, 2012 Schedule of Bills (dated January 19, 2012), Warrant #23, in the amount of \$99,004.51 was approved. (Longo, Flavin; unanimous)

**Administrator's Report**

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

To her report Mrs. Willner added the following:

Library Advocacy Day will be held on Tuesday, March 6, 2012. Mrs. Willner and trustees, Carol Paulsen, Dennis Flavin and Robert Winowitch will be attending Library Advocacy Day. They will also be attending a meeting on March 5<sup>th</sup> in Albany prior to Library Legislation Day activities.

Mrs. Willner indicated that the LTA of New York Trustee Institute will be held on May 4 and 5, 2012 at the Long Island Marriott in Uniondale, NY.

Mrs. Brand gave a statistical review of some population and demographic information on the average Sachem resident using the U.S. Census Bureau's American FactFinder online database to access data from the American Community Survey.

Mrs. Brand also added the following:

The Annual Blood Drive was held on Friday, January 13, 2012. Out of the 48 patrons/staff registered donors, 40 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.

### **Department Reports**

The Board reviewed all the department statistics with interest. Mr. Flavin noted that Circulation is down and the door count is up. Statistics show that programs, homebound services and downloadables are up.

### **Old Business**

Mrs. Willner indicated that the preliminary draft of the proposed 2012/2013 Budget is near completion. Mrs. Willner and Mrs. Brand will meet with the Budget Committee after Wednesday of next week to finalize the budget. Dennis Flavin and Robert Winowitch will serve as the Board Committee to review the proposed FY 2012/2013 budget prior to presentation to the entire Board for approval at the February Board meeting.

The Board approved the Revised Code of Business Conduct Policy. (Flavin, Winowitch; unanimous)

The Board approved the revision of the Staff Computer Usage Policy and was renamed the Staff Computer and Network Usage Policy. (Longo, Flavin; unanimous)

Mrs. Willner gave an update on building renovations. Mrs. Willner indicated that the carpeting on the main floor area is done and the new book shelves will arrive by the first of the month.

The patrons have been going with the flow and staff has been extraordinary during the renovation.

On the director's recommendation the Board approved the proposals of A. R. Kropp Co. & Sons for additional shelving and custom end panels for the adult stacks (\$17,627.28), custom furniture for the Teen Center (\$8,775.00), and labor to remove shelving from walls and then reattach after the existing Teen Room has been painted (\$200.00). Total of three proposals: \$26,602.28. (Longo, Winowitch; unanimous)

**New Business**

Library Advocacy Day will be held on Tuesday, March 6, 2012.

The Board approved one night of overnight travel to Albany on March 5, 2012 for Judith Willner, and Library Trustees, Dennis Flavin, Carol Paulsen and Robert Winowitch for meetings held in advance of and including Library Advocacy Day. (Longo, Flavin; unanimous)

The Board adopted the legal notice for the FY 2012/2013 Budget Vote and Trustee Election on April 3, 2012. (Winowitch, Longo; unanimous)

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

There will be a Staff Recognition meeting on Wednesday, February 15, 2012. Mrs. Willner extended an invitation to the Board of Trustees.

The Long Island Library Conference will be held on Thursday, May 3, 2012 at the Melville Marriott.

The next Board Meeting will be held on Thursday, February 16, 2012 at 7:00 p.m.

The Board adjourned to Executive Session at 8:35 p.m. for the Director's Annual Review. (Winowitch, Longo; unanimous)

Regular Session resumed at 9:19 p.m.

**Adjournment**

The meeting was adjourned at 9:20 p.m. (Longo, Flavin; unanimous)

Respectfully submitted,

Dennis Flavin