

**SACHEM PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
JANUARY 20, 2015
7:00 P.M.**

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

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

The meeting began with the salute to the flag.

Carol Paulsen informed the trustees that she would not be available for the January 20, 2015 Board meeting and was formally excused.

Marguerite Barone informed the trustees that she would not be available for the January 20, 2015 Board meeting and was formally excused.

Public Participation: None

Minutes

The minutes of the Board meeting of December 15, 2014 were approved. (Flavin, Longo; unanimous)

The minutes of Executive Session on December 15, 2014 were approved. (Longo, Flavin; unanimous)

Payroll and Related Expenses

The Payroll and Related Expenses for December 2014 in the amount of \$470,138.42 was approved. (Longo, Flavin; unanimous)

Warrant #20 dated December 4, 2014 in the amount of \$11,556.64 was approved. (Flavin, Winowitch; unanimous)

Warrant #21 dated December 18, 2014 in the amount of \$101,258.97 was approved. (Longo, Flavin; unanimous)

The Payroll Summary for December 2014 was approved. (Flavin, Winowitch; unanimous)

Treasurer's Report

The Treasurer's Report for December, 2014 in the amount of \$4,884,883.42 was approved. (Longo, Flavin; unanimous)

Schedule of Bills

Trustee, Robert Winowitch, reviewed the January 20, 2015 Schedule of Bills before being presented to the Board for their approval.

The January 20, 2015 Schedule of Bills, Warrant #22, in the amount of \$138,452.78 was approved. (Flavin, Longo; unanimous)

Administrator's Report

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

To her report Mrs. Willner added the following:

Mrs. Willner indicated that the preliminary draft of the proposed 2015/2016 Budget is near completion. Now that we know the cap, Mrs. Willner will be contacting the Budget Committee to set up a meeting to review the draft budget. Mrs. Willner discussed the tax cap and what percentage is projected for the actual proposed Library budget. The proposed FY 2015/2016 Budget will be presented to the entire Board for their approval at the February Board meeting.

Mrs. Willner reported that the Self Check has been moved near the Welcome Desk for assisted service.

Mrs. Feitzinger gave an update on the pieces of equipment in the Technology Center. The following are being replaced with new, better and faster machines: Fax machine; book and document scanner; VHS to DVD converter; audiocassette and LP to CD converter; and photo slide and 35mm negative to flash drive converter.

Mrs. Feitzinger also reported that our new video gaming collection is getting off to a good start. Out of 125 video purchased, 123 have been checked out at least once (98.4%).

All nine events planned for staff during De-stress Week (December 15-19, 2014) were popular and well attended. A follow-up survey was given to staff to help us plan for De-stress Week for 2015.

Internal Auditor's Report

The Board reviewed the Internal Auditor's Report.

Department Reports

The Board reviewed all the department statistics with interest. An increase in statistics was noted in several areas.

Old Business

Mrs. Willner gave an update on building renovations.

Mrs. Willner presented samples of the flooring, counter top and color of the cabinets for the renovation of the Staff Lounge to the Board. We will be going out to bid in February.

The Board approved the Revised Code of Ethics for Board of Trustees Policy. (Flavin, Longo; unanimous)

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

The Board approved the Revised Whistleblower Policy. (Winowitch, Longo; unanimous)

New Business

The Board approved the attendance of Virginia Pfeifer at the Innovative Users Group Conference in Minneapolis, MN, April 13 – 16, 2015. (Longo, Flavin; unanimous)

Library Advocacy Day will be held on Wednesday, February 25, 2015. Mrs. Willner and trustees, Dennis Flavin and Robert Winowitch will be attending Library Advocacy Day.

The Board approved one night of overnight travel to Albany on Tuesday, February 24, 2015 for Library Trustees, Dennis Flavin and Robert Winowitch and Judith Willner, Library Director for trustee training being held prior to meetings being held with the Library's representatives on Wednesday, February 25, 2015. (Longo, Flavin; unanimous)

The Board adopted the legal notice for the FY 2015/2016 Budget Vote and Trustee Election on April 14, 2015. (Longo, Flavin; unanimous)

The trustee position held by Diane Longo is up for vote this year. Mrs. Longo will seek re-election.

On the director's recommendation the Board approved the bid of Superior Commercial Contracting, LLC, 110 Carroll Avenue, Lake Ronkonkoma, NY 11779, in the amount of \$16,500.00 for the renovation of the men's restroom and vestibule located adjacent to the adult quiet study area. (Flavin, Longo; unanimous)

Mrs. Willner informed the trustees that the LTA of New York Trustee Institute will be held on May 1 and 2, 2015 at Syracuse, NY.

The Long Island Library Conference will be held on Thursday, May 7, 2015 at the Melville Marriott.

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

The Board adjourned to Executive Session at 8:01p.m. for the Director's Annual Review. (Winowitch, Longo; unanimous)

Regular Session resumed at 8:52 p.m.

The next Board of Trustees Meeting will be held on Thursday, February 12, 2015 at 7:00 p.m.

Adjournment

The meeting was adjourned at 8:58 p.m.

Respectfully submitted,

Diane Longo