

**SACHEM PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
JANUARY 21, 2014  
2:00 P.M.**

**(This meeting originally scheduled for 7:00 p.m. was held at 2:00 p.m. due to inclement weather)**

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

The meeting was called to order at 2:30 p.m.

The meeting began with the salute to the flag.

Diane Longo informed the trustees that she would not be available for the January 21, 2014 Board meeting and was formally excused.

Public Participation: None

**Minutes**

The minutes of the Board meeting of December 16, 2013 were approved. (Paulsen, Barone; unanimous)

The minutes of Executive Session of December 16, 2013 were approved. (Winowitch, Barone; unanimous)

**Payroll and Related Expenses**

The Payroll and Related Expenses for December 2013 in the amount of \$502,761.66 was approved. (Winowitch, Paulsen; unanimous)

Warrant #22 dated December 5, 2013 in the amount of \$12,053.63 was approved. (Barone, Winowitch; unanimous)

Warrant #24 dated December 19, 2013 in the amount of \$94,706.75 was approved. (Paulsen, Barone; unanimous)

The Payroll Summary for December 2013 was approved. (Winowitch, Barone; unanimous)

**Treasurer's Report**

The Treasurer's Report for December, 2013 in the amount of \$5,298,039.10 was approved. (Barone, Paulsen; unanimous)

**Schedule of Bills**

Trustee, Robert Winowitch, reviewed the January 21, 2014 Schedule of Bills before being presented to the Board for their approval.

The January 21, 2014 Schedule of Bills, Warrant #23, in the amount of \$114,857.01 was approved. (Winowitch, Barone; 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 2014/2015 Budget is near completion. The Budget Committee, Mrs. Willner and Mrs. Brand met with Dennis Flavin and Robert Winowitch on Thursday, January 16, 2014 to review the draft budget. Mrs. Willner gave a quick review of the budget which included recommendations. Mrs. Willner discussed the tax cap and what percentage is projected for the actual proposed Library budget. The proposed FY 2014/2015 will be presented to the entire Board for their approval at the February Board meeting.

Children's Services was awarded a New York Council for the Humanities Together Grant. Marybeth Kozikowski, Children's librarian, is developing a 6-part book talk series for kids and their parents which will begin in March.

Suffolk County Legislator Bill Lindsay III has informed Lauren Gilbert, Head of Community Services, that the Library has been awarded a \$5,000.00 Suffolk County omnibus grant to subsidize our summer outdoor concert series. Congratulations to all.

Mrs. Brand gave a statistical review of the Children's holdings comparing the turnover rate pre and post renovation. The statistics show that this renovation was a great success with the total collection turnover rate going from 2.42 to 3.51.

### **Department Reports**

The Board reviewed all the department statistics with interest. Mr. Flavin asked if it was possible to look back at statistics for the last four or five years. Mrs. Willner will ask that the figures be compiled and made available for the Board.

### **Old Business**

Mrs. Willner gave an update on building renovations. Mrs. Willner indicated that she met via conference call with space planner, Kimberly Bolan. Mrs. Willner also reviewed the acoustical recommendations for the Library lobby made by Lewis S. Goodfriend and Associates. Mrs. Willner will secure more information for the Board in regard to acoustical recommendations for the lobby ceiling before the Board makes a decision to go forward with this project.

### **New Business**

The Board unanimously approved the election of Edward Wendol as SCLS trustee. (Barone, Winowitch; unanimous)

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

Library Advocacy Day will be held on Wednesday, February 26, 2014. Mrs. Willner and trustees, Carol Paulsen and Robert Winowitch will be attending Library Advocacy Day.

The Board approved one night of overnight travel to Albany on February 26, 2014 for Judith Willner and Library Trustees Carol Paulsen and Robert Winowitch for meetings being held with the Library's representatives on Wednesday, February 26, 2014 and for trustee training on Thursday, February 27, 2014. (Barone, Winowitch; unanimous)

The Board approved the attendance of Lauren Gilbert, Andrew Bollerman, Kelly Coates, and Nancy Elliott at the annual American Library Association Conference to be held in Las Vegas, NV June 26 – July 1, 2014. (Winowitch, Barone; unanimous)

The Board approved the attendance of Librarian Jamie Edrich at the annual *Computers in Libraries* conference, Washington, D.C., April 7 - 9, 2014. (Paulsen, Barone; unanimous)

The Board approved the attendance of Head of Technical Services Renee Capitanio at the biannual Public Library Association Conference in Indianapolis, Indiana, March 11 – 15, 2014. Ms. Capitanio would attend as replacement for Head of Teen Services Susan Tychnowicz, who has indicated that she will be unable to attend. (Barone, Winowitch; unanimous)

The Board adopted the legal notice for the FY 2014/2015 Budget Vote and Trustee Election on April 8, 2014. (Winowitch, Barone; unanimous)

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

Mrs. Willner informed the trustees that the LTA of New York Trustee Institute will be held on May 2 and 3, 2014 at the Westchester Marriott, Tarrytown, NY.

The Long Island Library Conference will be held on Thursday, May 1, 2014 at the Melville Marriott.

The Board adjourned to Executive Session at 3:30 p.m. for the Director's Annual Review. (Winowitch, Paulsen; unanimous)

Regular Session resumed at 3:42 p.m.

The next Board of Trustees Meeting will be held on Thursday, February 13, 2014 at 7:00 p.m.

### **Adjournment**

The meeting was adjourned at 3:45 p.m.

Respectfully submitted,

Robert Winowitch