

**SACHEM PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
JANUARY 22, 2013
7:30 P.M.**

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

The meeting was called to order at 7:38 p.m.

The meeting began with the salute to the flag.

Carol Paulsen, Board President, informed the trustees that she would not be available for the January 22, 2013 Board meeting and was formally excused.

Robert Winowitch informed Dennis Flavin, Vice President of the Board, that he would not be able to attend the January 22, 2013 Board meeting and was formally excused.

Public Participation: None

Minutes

The minutes of the Board meeting of December 17, 2012 were approved. (Longo, Barone; unanimous)

Payroll and Related Expenses

The Payroll and Related Expenses for December 2012 in the amount of \$503,598.79 was approved. (Barone, Longo; unanimous)

Warrant #20 dated December 6, 2012 in the amount of \$14,588.98 was approved. (Longo, Barone; unanimous)

Warrant #21 dated December 20, 2012 in the amount of \$89,638.65 was approved. (Barone, Longo; unanimous)

Treasurer's Report

The Treasurer's Report for December, 2012 in the amount of \$5,575,713.86 was approved. (Longo, Barone; unanimous)

Schedule of Bills

Trustee, Robert Winowitch, reviewed the January 22, 2013 Schedule of Bills before being presented to the Board for their approval.

The January 22, 2013 Schedule of Bills, Warrant #23, in the amount of \$125,251.73 was approved. (Longo, 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 2013/2014 Budget is near completion. The Budget Committee, Mrs. Willner, Mrs. Brand, Marguerite Barone and Dennis Flavin met on Thursday, January 17, 2013 to finalize the budget. The proposed FY 2013/2014 will be presented to the entire Board for their approval at the February Board meeting. A list of recommendations for the Reserve Fund will also be presented at the February Board meeting.

The Library was granted almost \$900.00 in hurricane relief through a New York State Council for the Humanities Relief Grant.

Mrs. Willner indicated that Collection Development meetings have begun. A Revised Collection Development Policy will be presented to the Board at the February Board meeting for their approval.

Mrs. Brand gave a statistical review of the library's magazine collection. Mrs. Brand indicated that the library currently has 400 magazines and 5,600 issues of those magazines available for circulation and perusal. In the past year the total circulation of periodicals was over 9,800 circs. Mrs. Brand presented to the Board the top ten magazines and the top magazines by category.

Department Reports

The Board reviewed all the department statistics with interest. Circulation of Live-Brary downloadables has been up all year and now appears to be leveling off.

Old Business

The Board approved the Revised Food and Drink Policy. (Barone, Longo; unanimous)

The Board approved the Revised Bulletin Board and Literature Display Policy. (Longo Barone; unanimous)

The Board approved the Revised Gifts and Donations Policy (Longo, Barone; unanimous)

Mrs. Willner gave an update on building renovations. Mrs. Willner gave a power point presentation to the Board on the proposed layout, carpeting, colors and furniture for the Children's Room Renovation Project.

The Board approved the Ratification of the Custodial Unit Contract. (Longo, Barone; unanimous)

New Business

Library Advocacy Day will be held on Tuesday, March 5, 2013. Mrs. Willner and trustees, Carol Paulsen, Marguerite Barone, Dennis Flavin and Robert Winowitch will be attending Library Advocacy Day. They will also be attending a meeting on March 4th in Albany prior to Library Advocacy Day activities.

The Board approved one night of overnight travel to Albany on March 4, 2013 for Judith Willner, and Library Trustees, Carol Paulsen, Marguerite Barone, Dennis Flavin and Robert Winowitch for meetings held in advance of and including Library Advocacy Day. (Longo, Barone; unanimous)

The Board approved the attendance of Judith Willner, Karen Filippone, Amy Johnston, Danielle Krause and Dana Mottola at the annual American Library Association Conference to be held in Chicago, IL, June 27 – July 2, 2013. (Barone, Longo; unanimous)

The Board adopted the legal notice for the FY 2013/2014 Budget Vote and Trustee Election on April 9, 2013. (Longo, Barone; unanimous)

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

On the director's recommendation the Board approved the establishment of a new line, *Building Alterations – Children's Room Renovation Project*, in the amount of \$232,225.00. (Longo, Barone; unanimous)

On the director's recommendation the Board approved the transfer of funds in the amount of \$168,000.00 from the *Building Alterations* budget line to *Building Alterations – Children's Room Renovation Project*. (Barone, Longo; unanimous)

On the director's recommendation the Board approved the transfer of funds in the amount of \$11,700.00 from the *Media* budget line to *Building Alterations – Children's Room Renovation Project*. (Longo, Barone; unanimous)

On the director's recommendation the Board approved the transfer of funds in the amount of \$31,425.00 from the *Books* budget line to *Building Alterations – Children's Room Renovation Project*. (Barone, Longo; unanimous)

On the director's recommendation the Board approved the transfer of funds in the amount of \$19,000.00 from the *Equipment* budget line to *Building Alterations – Children's Room Renovation Project*. (Longo, Barone; unanimous)

On the director's recommendation the Board approved the transfer of funds in the amount of \$1,200.00 from the *Computer Equipment* budget line to *Building Alterations – Children's Room Renovation Project*. (Barone, Longo; unanimous)

On the director's recommendation the Board approved the transfer of funds in the amount of \$900.00 from the *Periodicals* budget line to *Building Alterations – Children's Room Renovation Project*. (Longo, Barone; unanimous)

The Board was advised of the Library's participation in a Suffolk County Contract to Purchase Natural Gas from JJT Energy effective January 1, 2013 through June 30, 2015.

The Long Island Library Conference will be held on Thursday, May 2, 2013 at the Melville Marriott. Dennis Flavin and Marguerite Barone indicated that they would like to attend and Diane Longo indicated that she may attend.

Mrs. Willner informed the trustees that the LTA of New York Trustee Institute will be held on May 3 and 4, 2013 in Buffalo, N.Y.

There was a discussion on the possible change of date for the February 2013 Board Meeting.

After the discussion the Board decided the next Board Meeting date will remain on Thursday, February 14, 2013 at 7:30 p.m.

The Board adjourned to Executive Session at 9:18 p.m. to discuss personnel issues and the Director's Annual Review. (Longo, Barone; unanimous)

Regular Session resumed at 10:08 p.m.

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

Correspondence

A letter was received from the Suffolk Cooperative Library System Board of Trustees indicating the Common Budget Vote Dates for Tuesday, April 8, 2014, Tuesday, April 7, 2015 and Tuesday, April 5, 2016.

Adjournment

The meeting was adjourned at 10:10 p.m.

Respectfully submitted,

Dennis Flavin