

**SACHEM PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
FEBRUARY 12, 2014
7:00 P.M.**

(Due to impending inclement weather this Board Meeting was rescheduled from February 13, 2014 at 7 p.m.)

The regular meeting of Sachus Public Library Board of Trustees was attended by Dennis Flavin, Robert Winowitch, Marguerite Barone, Carol Paulsen, Judy Willner, Carol Brand and Joanne Ortiz

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

The meeting began with the salute to the flag.

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

Public Participation: None

Minutes

The minutes of the Board meeting of January 21, 2014 were approved. (Barone, Paulsen; unanimous)

The minutes of Executive Session on January 21, 2014 were approved. (Paulsen, Winowitch; unanimous)

Payroll and Related Expenses

The Payroll and Related Expenses for January 2014 in the amount of \$757,074.94 was approved. (Winowitch, Barone; unanimous)

Warrant #25 dated January 1, 2014 in the amount of \$9,545.90 was approved. (Paulsen, Barone; unanimous)

Warrant #26 dated January 2, 2014 in the amount of \$17,729.22 was approved. (Barone, Winowitch; unanimous)

Warrant #27 dated January 16, 2014 in the amount of \$98,669.57 was approved. (Winowitch, Paulsen; unanimous)

Warrant #29 dated January 30, 2014 in the amount of \$36,125.01 was approved. (Paulsen, Winowitch; unanimous)

The Payroll Summary for January 2014 was approved. (Barone, Winowitch; unanimous)

Treasurer's Report

The Treasurer's Report for January, 2014 in the amount of \$4,480,333.54 was approved. (Paulsen, Winowitch; unanimous)

Schedule of Bills

Trustee, Robert Winowitch, reviewed the February 13, 2014 Schedule of Bills before being presented to the Board for their approval.

The February 13, 2014 Schedule of Bills, Warrant #28, in the amount of \$138,767.51 was approved. (Winowitch, Barone; unanimous)

Administrator's Reports

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

To her report Mrs. Willner added the following:

Mrs. Willner reported that programs have been cancelled due to the snow.

Two Customer Service Workshops presented by Dixie Comeau of Workforce Development Group were attended by 50 staff members.

Mrs. Willner and Mrs. Brand have interviewed for the Librarian III/Department Head of Children's Services.

Mrs. Willner indicated that she will be going to Albany for Library Advocacy Day with Board members, Carol Paulsen and Robert Winowitch on February 26, 2014.

This month Mrs. Brand reported on something that is playing havoc with the Library statistics—snow! Mrs. Brand reported that 947 cubic yards of snow have fallen this year which translates to 191,000 gallons of snow or 255,000 pounds. That's a lot of snow. Mrs. Brand indicated that the Custodial staff for doing a great job in getting us shoveled out and ready to open.

Department Reports

The Board reviewed all the department statistics with interest. At Mr. Flavin's request, Mr. Cox added charts and graphs comparing statistics for the last five years.

Old Business

The Board approved the revision of the Code of Ethics for Sachem Public Library Board of Trustees Policy as amended. (Winowitch, Paulsen; unanimous)

On the director's recommendation the Board passed the following resolution:

Be it resolved that, pursuant to General Municipal Law 3-c(5), the Board of Trustees of Sachem Public Library overrides, for the 2014/2015 fiscal year, the tax levy limit imposed by Municipal Law 3-c(3). (Barone, Winowitch; unanimous)

On the director's recommendation the Board approved the transfer of the following Restricted Fund to Unrestricted Funds in the 2014/2015 fiscal budget: \$250,000.00 from the Reserve for Retirement Contribution. (Barone, Winowitch; unanimous)

Mrs. Willner presented a review of the proposed FY 2014/2015 budget line amounts. This proposed budget reflects a 1.73% increase in the operating budget tax levy. This increase is within the State mandated tax levy limit.

The Board reviewed the proposed FY 2014/2015 Budget line-by-line.

The Board approved the FY 2014/2015 Proposed Budget in the amount of \$10,320,083.00. (Winowitch, Barone; unanimous)

Mrs. Willner gave an update on building renovations.

New Business

On the director's recommendation the Board accepted the base bid of Palace Electrical Contractors, Inc., 3558 Park Avenue, Wantagh, NY 11793, in the amount of \$83,000.00 for the Library's Emergency Preparedness Project. Palace Electric's bid was the lowest among eight bids submitted. Architect John Tanzi reviewed the bids and verified the qualifications of the winning bidder. (Winowitch, Barone; unanimous)

On the director's recommendation the Board accepted the bid of Palace Electrical Contractors, Inc. for Add Alternate number 1 in the amount of \$8,000.00. (Paulsen, Winowitch; unanimous)

On the director's recommendation the Board accepted the bid of Palace Electrical Contractors, Inc. for Add Alternate number 2 in the amount of \$17,500.00. (Barone, Paulsen; unanimous)

On the director's recommendation the Board accepted the bid of Palace Electrical Contractors, Inc. for Add Alternate number 3 in the amount of \$17,000.00. (Winowitch, Barone; unanimous)

On the director's recommendation the Board accepted the bid of Palace Electrical Contractors, Inc. for Add Alternate number 4 in the amount of \$17,000.00. (Paulsen, Winowitch; unanimous)

On the director's recommendation the Board accepted the bid of Palace Electrical Contractors, Inc. for Add Alternate number 5 in the amount of \$9,500.00. (Barone, Winowitch; unanimous)

On the director's recommendation the Board accepted the bid of Palace Electrical Contractors, Inc. for Add Alternate number 6 in the amount of \$5,000.00. (Winowitch Paulsen; unanimous)

The Board adjourned to Executive Session at 8:25 p.m. to discuss the Personnel Report. (Flavin, Winowitch; unanimous)

Regular Session resumed at 8:43 p.m.

The Personnel Report including the addendum was approved. (Winowitch, Paulsen; unanimous)

There will be a Staff Recognition Meeting on Tuesday, March 11, 2014. Mrs. Willner extended an invitation to the Board of Trustees. Trustee Marguerite Barone will be attending the luncheon meeting. Dennis Flavin and Robert Winowitch may attend.

The next Board Meeting will be held on Monday, March 17, 2014 immediately following the annual Budget Hearing which will begin at 7:00 p.m. The meeting will be held in the Children's Program Room.

Adjournment

The meeting was adjourned at 8:55 p.m.

Respectfully submitted,

Robert Winowitch