

**SACHEM PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
FEBRUARY 12, 2015
7:00 P.M.**

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

The meeting was called to order at 7:03 p.m.

The meeting began with the salute to the flag.

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

Public Participation: None

Minutes

The minutes of the Board meeting of January 20, 2015 were approved. (Flavin, Winowitch; unanimous)

The minutes of Executive Session on January 20, 2015 were approved. (Longo, Flavin; unanimous)

Payroll and Related Expenses

The Payroll and Related Expenses for January 2015 in the amount of \$685,900.10 was approved. (Paulsen, Longo; unanimous)

Warrant #23 dated January 1, 2015 in the amount of \$10,070.40 was approved. (Paulsen, Flavin; unanimous)

Warrant #24 dated January 2, 2015 in the amount of \$16,781.66 was approved. (Longo, Flavin; unanimous)

Warrant #25 dated January 15, 2015 in the amount of \$99,070.72 was approved. (Winowitch, Paulsen; unanimous)

Warrant #26 dated January 29, 2015 in the amount of \$21,235.69 was approved. (Longo, Flavin; unanimous)

The Payroll Summary for January 2015 was approved. (Flavin, Longo; unanimous)

Treasurer's Report

The Treasurer's Report for January, 2015 in the amount of \$4,867,783.71 was approved. (Paulsen, Winowitch; unanimous)

Schedule of Bills

Trustee, Carol Paulsen, reviewed the February 12, 2015 Schedule of Bills before being presented to the Board for their approval.

The February 12, 2015 Schedule of Bills, Warrant #27, in the amount of \$123,762.07 was approved. (Longo, Flavin; unanimous)

Administrator's Reports

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

To her report Mrs. Willner added the following:

The Budget Committee met on February 1, 2015 to finalize the FY 2015/2016 Budget. Sachem Library was awarded the 2015 Long Island Press "Best of Long Island Education" Award in the public library category.

Mrs. Willner indicated that she will be going to Albany for Library Advocacy Day with Board members, Robert Winowitch and Dennis Flavin on February 24-25, 2015.

Mrs. Feitzinger reported on the January workshops and events for staff. She also reported that that Teen Services collected 741 lbs. of food that was donated to L.I. Cares.

Mrs. Feitzinger gave a demonstration on the new Sachem Public Library Mobile App that will be available to patrons once all areas of the App have been reviewed. Denise Scarbeck and Lauren Gilbert took part in designing this App.

Department Reports

The Board reviewed all the department statistics with interest.

Old Business

Mrs. Willner presented a review of the proposed FY 2015/2016 budget line amounts. This proposed budget reflects a 1.96% increase in the operating budget tax levy. This increase is within the State mandated tax levy limit.

The Board reviewed the proposed FY 2015/2016 Budget line-by-line.

The Board approved the FY 2015/2016 Proposed Budget in the amount of \$10,007,688.00. (Longo, Paulsen; unanimous)

On the director's recommendation the Board approved the transfer of the following Restricted Funds to Unrestricted Funds in the 2015/2016 fiscal budget: \$350,000.00 from the Reserve for Retirement Contribution. Total transfer: \$350,000.00 (Longo, Flavin; unanimous)

Mrs. Willner gave an update on building renovations:

Furniture for the collaborative study area was received today and installed.

The Men's Room demolition will be done on Sunday morning at 6:00 a.m.

Once the bid for the renovation for the Staff Lounge is approved, it will take about six weeks to receive the cabinetry for this area. Work on the renovation will begin before the cabinetry is received.

New Business

Mrs. Willner advised the Board concerning a recent "Statement of Concern" about Library Resources. The challenged resource was the DVD, *Gigantic*.

There was a discussion on attendance at non-quorum meetings. Mr. Winowitch suggested this might be an option in emergency situations by Skype. Mrs. Willner indicated that Attorney Douglas McNally had approved the practice for non-quorum meetings provided all parties could see each other on their monitors.

The Board approved the Disposal of Equipment. (Longo, Flavin; unanimous)

On the director's recommendation the Board accepted the bid of Fidele Construction, Inc., 577 New Highway, Hauppauge, NY 11788, in the amount of \$34,980.00 for the renovation of the staff lounge. (Flavin, Winowitch; unanimous)

The Board adjourned to Executive Session at 8:48 p.m. to discuss the Personnel Report. (Longo, Flavin; unanimous)

Regular Session resumed at 8:55 p.m.

The Personnel Report and the Addendum were approved. (Flavin, Winowitch; unanimous)

There will be a Staff Recognition Meeting on Wednesday, March 11, 2015. Mrs. Willner extended an invitation to the Board of Trustees. Trustees Robert Winowitch, Dennis Flavin and Carol Paulsen will be attending the luncheon meeting.

As a reminder, Trustees Robert Winowitch and Dennis Flavin will be participating in Library Advocacy with Mrs. Willner on February 24-25, 2015 in Albany.

The grand opening of The Loft will be held on Friday, February 27, 2015 at 7 p.m.

The next Board Meeting will be held on Monday, March 16, 2015 at 7:00 p.m.

The Annual Budget Hearing will be held on Monday, March 31, 2015 at 7:00 p.m. The meeting will be held in the Children's Program Room. Trustees should bring their copy of FY2015/2016 Proposed Budget Book.

Adjournment

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

Respectfully submitted,

Diane Longo