

**SACHEM PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
FEBRUARY 14, 2013
7:30 P.M.**

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

The meeting was called to order at 7:40 p.m.

The meeting began with the salute to the flag.

Robert Winowitch informed Carol Paulsen, President of the Board, that he would not be able to attend the February 14, 2013 Board meeting and was formally excused.

Minutes

The minutes of the Board meeting of January 22, 2013 were approved. (Flavin, Longo; unanimous)

The minutes of Executive Session on January 22, 2013 were approved. (Longo, Barone; unanimous)

Payroll and Related Expenses

The Payroll and Related Expenses for January 2013 in the amount of \$747,117.80 was approved. (Barone, Longo; unanimous)

Warrant #22 dated January 1, 2013 in the amount of \$10,389.60 was approved. (Flavin, Longo; unanimous)

Warrant #24 dated January 3, 2013 in the amount of \$12,055.39 was approved. (Longo, Flavin; unanimous)

Warrant #25 dated January 17, 2013 in the amount of \$96,249.81 was approved. (Barone, Longo; unanimous)

Warrant #27 dated January 31, 2013 in the amount of \$25,148.72 was approved. (Longo, Flavin; unanimous)

Treasurer's Report

The Treasurer's Report for January, 2013 in the amount of \$5,520,740.18 was approved. (Longo, Barone; unanimous)

Schedule of Bills

Trustee, Robert Winowitch, reviewed the February 14, 2013 Schedule of Bills before being presented to the Board for their approval.

The February 14, 2013 Schedule of Bills, Warrant #26, in the amount of \$83,596.23 was approved. (Flavin, Longo; unanimous)

Administrator's Reports

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

To her report Mrs. Willner added the following:

During the week of February 4, 2013 the Library upgraded to ADP's *Workforce Now*, and updated an enhanced "self-service" portal for payroll, benefits administration and human resources management. Many thanks to Joanne Ortiz for her patience and planning in implementing this product.

Mrs. Willner indicated that she will be going to Albany for Library Advocacy Day with Board members, Carol Paulsen, Dennis Flavin, Marguerite Barone and Robert Winowitch on March 4, 2013.

Mrs. Willner also indicated that the Library is working on Collection Development and looking toward the future.

Mrs. Brand discussed the Collection Development process. With the upcoming revision of the Library's Collection Development Policy, Mrs. Brand gave statistics on the library holdings and circulation of these holdings. She indicated that Collection Development Meetings are necessary to create up-to-date guidelines for weeding Library Collections. The Library will be using a collection analysis spreadsheet report to hone the collection and better align with actual usage of Library holdings.

Department Reports

The Board reviewed all the department statistics with interest.

Old Business

The Board approved the revision of the Collection Development Policy. (Barone, Flavin; unanimous)

The approved the revision of the Borrowing Guidelines. (Barone, Longo; unanimous)

On the director's recommendation the Board approved the transfer of the following Restricted Funds to Unrestricted Funds in the 2013/2014 fiscal budget: \$362,000.00 from the Reserve for Capital Improvements; \$50,000.00 from the Reserve for Technology; \$150,000.00 from the Reserve for Retirement Contribution. Total transfer is \$562,000.00. (Flavin, Longo; unanimous)

The Board approved the director's recommendation to change the name of the Library Budget line—*Digital Reference* to *Digital Resources*. (Longo, Barone; unanimous)

The Board approved the director's recommendation to change the name of the Library Budget line—*Periodicals and Pamphlets* to *Periodicals*. (Flavin, Barone; unanimous)

Mrs. Willner presented a review of the proposed FY 2013/2014 budget line amounts. This proposed budget reflects a 1.95% increase in the operating budget tax levy. This increase does not exceed the State mandated tax levy limit.

The Board reviewed the proposed FY 2013/2014 Budget line-by-line.

The Board approved the FY 2013/2014 Proposed Budget in the amount of \$10,152,252.00. (Barone, Longo; unanimous)

Mrs. Willner reviewed the Strategic Planning Projects for the Library which included retirement, technology and capital improvements.

Mrs. Willner gave an update on the Children's Room renovations. We are awaiting the price of the carpeting and will be communicating with the carpet vendor. John Tanzi, architect, will be coming tomorrow to map the electrical work for the bid specs. The library will be going out to bid for contractors.

Mrs. Willner indicated that the furniture for the Children's Room renovation may need to be ordered before the March 18, 2013 Board meeting. The Board gave Mrs. Willner approval to order items on State contract not exceeding the amount of \$232,225.00, the Children's Room Renovation Budget. (Longo, Barone; unanimous)

Mr. Flavin indicated that the SCLS Board has accepted the Library Board's invitation to have the SCLS Board meeting at Sachem Library in September, 2013.

New Business

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

On the director's recommendation, the Board approved the appointment of Nawrocki, Smith, LLP as the Library External Auditor for FY 2013/2014 at a fee of \$22,000.00 in accordance with the engagement letter. A separate engagement letter may be issued covering additional expenses. (Barone, Flavin; unanimous)

Mr. Flavin inquired on the status of the SCLS Saturday deliveries. Mrs. Willner indicated that the deliveries are working out very well.

There will be a Staff Recognition Meeting on Monday, March 11, 2013. Mrs. Willner extended an invitation to the Board of Trustees. Trustees Marguerite Barone and Dennis Flavin will be attending the luncheon meeting. Carol Paulsen and Diane Longo are unable to attend.

Carol Paulsen indicated that she would not be available for the March Board meeting.

The next Budget Hearing/Board Meeting will be held on Monday, March 18, 2013 at 7:00 p.m. This meeting will be held in the Children's Program Room.

Adjournment

The meeting was adjourned at 9:20 p.m.

Respectfully submitted,

Dennis Flavin