

**SACHEM PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
FEBRUARY 16, 2012
7:00 P.M.**

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

The meeting was called to order at 7:05 p.m.

The meeting began with the salute to the flag.

Public Participation: Patrons, Veronica Perdue, Mary Condreras and Patricia Alvanos, addressed the Board.

Minutes

The minutes of the Board meeting of January 18, 2012 were approved. (Winowitch, Longo; unanimous)

The minutes of Executive Session on January 18, 2012 were approved. (Longo, Winowitch; unanimous)

The minutes of the Special Board Meeting of January 30, 2012 were approved. (Winowitch, Flavin; unanimous)

Payroll and Related Expenses

The Payroll and Related Expenses for January 2012 in the amount of \$548,531.44 was approved. (Paulsen, Longo; unanimous)

Warrant #22 dated January 1, 2012 in the amount of \$10,122.00 was approved. (Flavin, Winowitch; unanimous)

Warrant #24 dated January 5, 2012 in the amount of \$10,607.06 was approved. (Paulsen, Flavin; unanimous)

Warrant #26 dated January 19, 2012 in the amount of \$86,631.86 was approved. (Winowitch, Longo; unanimous)

Treasurer's Report

The Treasurer's Report for January, 2012 in the amount of \$5,795,509.77 was approved. (Flavin, Longo; unanimous)

Schedule of Bills

Trustee, Robert Winowitch, reviewed the February 16, 2012 Schedule of Bills before being presented to the Board for their approval.

The February 16, 2012 Schedule of Bills, Warrant #25, in the amount of \$330,513.64 was approved. (Longo, Winowitch; unanimous)

Administrator's Reports

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

To her report Mrs. Willner added the following:

Staff enjoyed the Staff Recognition Meeting/Luncheon on Wednesday, February 15, 2012, and the evening reception as well. Mrs. Willner thanked the Board for attending this meeting/luncheon.

Mrs. Willner indicated that she will be going to Albany for Library Advocacy Day with Board members, Carol Paulsen, Dennis Flavin and Robert Winowitch on March 5, 2012.

Mrs. Brand reviewed a ten-day snapshot of hourly visits on the OPAC, the online public access catalog.

Department Reports

The Board reviewed all the department statistics with interest.

Old Business

Mrs. Willner indicated that the Board Budget Committee met on February 2, 2012 to go over the budget in depth. Mrs. Willner then presented a line-by-line review of the proposed FY 2012/2013 budget line amounts. This proposed budget reflects a 1.73% increase in the operating budget tax levy. Mrs. Willner also reviewed the Tax Cap formula which was used to develop the budget. This increase does not exceed the State mandated tax levy limit.

The Board reviewed the proposed FY 2012/2013 Budget line-by-line.

On the director's recommendation the Board deleted the Library Budget Line for *Microfilms*. (Flavin, Winowitch; unanimous)

On the director's recommendation the Board approved the transfer of the following Restricted Funds to Unrestricted Funds in the 2012/2013 fiscal budget: \$130,000.00 from the Reserve for Capital Improvements; \$70,000.00 from the Reserve for Technology; \$200,000.00 from the Reserve for Retirement Contribution. Total transfer is \$400,000.00. (Winowitch, Flavin; unanimous)

The Board approved the FY 2012/2013 Proposed Budget in the amount of \$9,764,578.00. (Longo, Paulsen; unanimous)

The Board reviewed possible new formats to display the proposed budget in the Library newsletter.

Mrs. Willner gave an update on building renovations. The shelving has been completed and the carpeting in the existing Teen Room has been replaced. The carpeting in the new Teen Room will be installed the week of February 22nd. A change order may be needed for new ceiling tiles and lighting—we are waiting for pricing. The furniture will be delivered to Waldner's before being shipped to the Library.

Mrs. Willner and Linda Overton, head of Children's Services, will be meeting at PLA with a space planner for the Children's area.

New Business

The Board approved the attendance of Denise Heid Scarbeck, Librarian II in Reference, at the annual Innovative Users Conference in Chicago, IL April 15 – 19, 2012. (Longo, Winowitch; unanimous)

On the director's recommendation, the Board approved the appointment of Nawrocki, Smith, LLP as the Library External Auditor for FY 2012/2013 at a fee of \$22,000.00 in accordance with the engagement letter. A separate engagement letter may be issued covering additional expenses. (Winowitch, Paulsen; unanimous)

The Board approved the Library's 2011 Report to New York State for Public and Association Libraries as amended. (Flavin, Winowitch; unanimous)

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

Carol Paulsen indicated that she would not be available for the March Board meeting. Marguerite Barone indicated that she will review the March, 2012 Schedule of Bills in Carol Paulsen's absence.

The next Budget Hearing/Board Meeting will be held on Monday, March 19, 2012 at 7:00 p.m. This meeting will be held in the Children's Program Room.

Adjournment

The meeting was adjourned at 9:31 p.m.

Respectfully submitted,

Dennis Flavin