

**SACHEM PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
MARCH 16, 2015
7:00 P.M.**

The regular meeting of Sachus Public Library Board of Trustees was attended by Marguerite Barone, Dennis Flavin, Carol Paulsen, Judy Willner, Alicja Feitzinger and Dona Giordano.

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 March 16, 2015 Board meeting and was formally excused.

Robert Winowitch informed the trustees that he would not be available for the March 16, 2015 Board meeting and was formally excused.

Minutes

The minutes of the Board meeting of February 12, 2015 were approved. (Paulsen, Flavin; unanimous)

The minutes of Executive Session on February 12, 2015 were approved. (Paulsen, Flavin; unanimous)

Payroll and Related Expenses

The Payroll and Related Expenses for February, 2015 in the amount of \$466,886.99 was approved. (Flavin, Paulsen; unanimous)

Warrant #29 dated February 12, 2015 in the amount of \$12,620.05 was approved. (Paulsen, Flavin; unanimous)

Warrant #30 dated February 26, 2015 in the amount of \$105,104.82 was approved. (Flavin, Paulsen; unanimous)

The Payroll Summary Report for February 2015 was approved. (Flavin, Paulsen; unanimous)

Treasurer's Report

The Treasurer's Report for February, 2015 in the amount of \$5,123,161.27 was approved. (Flavin, Paulsen; unanimous)

Schedule of Bills

Trustee, Marguerite Barone, reviewed the March 16, 2015 Schedule of Bills before being presented to the Board for their approval.

The March 16, 2015 Schedule of Bills, Warrant #28, in the amount of \$243,548.28 was approved. (Paulsen, Flavin; unanimous)

Administrator's Reports

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

To her report Mrs. Willner added the following:

Trustee Dennis Flavin and Mrs. Willner spent two days in Albany participating in Library Advocacy Day activities and Trustee Training. For the first time in recent memory the governor's propose budget maintained library aid at the previous year level (current) with no reduction. Mrs. Willner noted that both the Assembly and Senate are working to increase aid to libraries.

Mrs. Willner thanked the trustees for attending the Staff Recognition Meeting/Luncheon.

Using online analytics, Mrs. Feitzinger compared statistics for the regular Library website and for the mobile website. Mrs. Feitzinger indicated that the use of the mobile site is going up and the use of the full website is going down. She noted that on average 63.4% of visitors of both webpages are returning users.

She also indicated that both website pages are being used by speakers of other languages. The top three languages other than English on the full website are Chinese, Portuguese and Spanish; the top three other than English on the mobile website are Spanish, Chinese and Russian.

Department Reports

The Board reviewed all the department statistics with interest.

Old Business

The Budget Vote and Trustee Election will be held on Tuesday, April 14, 2015, 9:30 a.m. to 9:00 p.m. Diane Longo is running unopposed for re-election.

New Business

On the director's recommendation the Board accepted the bid of Facility Solutions Group, Inc., 96 Station Plaza, Lynbrook, NY 11563; in the amount of \$84,630.00 for the installation of a photovoltaic rooftop array. FSB was the lowest of four bidders on the project. (Flavin, Paulsen; unanimous)

On the director's recommendation the Board approved the Additional Alternate #1 from Facility Solutions Group, Inc. in the amount of \$42,315.00 making the total contract amount \$126,945.00. (Flavin, Paulsen; unanimous)

On the director's recommendation the Board accepted the bid of Pioneer Landscaping and Asphalt Paving, Inc., 168 Townline Road, Kings Park, NY 11754 in the amount of \$223,000.00 for the removal and replacement of asphalt pavement in the Library parking lot. Pioneer was the lowest of eight bidders on the project. (Paulsen, Flavin; unanimous)

On the director's recommendation the Board rejected all bids for Alternate #1 for the parking lot removal and replacement. (Flavin, Paulsen; unanimous)

On the director's recommendation the Board rejected all bids for Alternate #2 for the parking lot removal and replacement. (Paulsen, Flavin; unanimous)

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

The Board approved the Library's 2014 Report to New York State for Public and Association Libraries. (Flavin, Paulsen; unanimous)

On the director's recommendation the Board approved the appointment of Nawrocki, Smith LLP as the Library's External Auditor for the calendar year 2015. In accordance with their engagement letter, Nawrocki, Smith LLP will conduct the audit of the Library's financial statements as of and for the year ending June 30, 2015 at a fee not to exceed \$14,750.00. (Flavin, Paulsen; unanimous)

The Personnel Report was approved. (Flavin, Paulsen; unanimous)

The Long Island Library Conference will be held on Thursday, May 7, 2015 at the Melville Marriott. Trustees Dennis Flavin and Carol Paulsen indicated that they would be attending and Marguerite Barone indicated that she would not be attending.

The LTA Trustee Institute will be held on May 1 – 2, 2015 at the in Syracuse, NY.

The Library Budget Hearing will be held on Tuesday, March 31, 2015 at 7:00 p.m. in the Children's Program Room. Trustees were reminded to bring their FY2015/2016 Proposed Budget Books.

The next Board Meeting will be held on Monday, April 20, 2015 at 7:00 p.m.

Adjournment

The meeting was adjourned at 8:07 p.m.

Respectfully submitted,

Marguerite Barone