

**SACHEM PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
MARCH 17, 2014
7:00 P.M.**

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

The meeting was called to order at 7:16 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 17, 2014 Board meeting and was formally excused.

Minutes

The minutes of the Board meeting of February 12, 2014 were approved. (Barone, Winowitch; unanimous)

The minutes of Executive Session on February 12, 2014 were approved. (Paulsen, Winowitch; unanimous)

Payroll and Related Expenses

The Payroll and Related Expenses for February, 2014 in the amount of \$537,070.75 was approved. (Barone, Winowitch; unanimous)

Warrant #30 dated February 13, 2014 in the amount of \$12,626.00 was approved. (Winowitch, Barone; unanimous)

Warrant #32 dated February 27, 2014 in the amount of \$98,730.52 was approved. (Paulsen, Winowitch; unanimous)

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

Treasurer's Report

The Treasurer's Report for February, 2014 in the amount of \$5,388,840.68 was approved. (Paulsen, Barone; unanimous)

Schedule of Bills

Trustee, Marguerite Barone, reviewed the March 17, 2014 Schedule of Bills before being presented to the Board for their approval.

The March 17, 2014 Schedule of Bills, Warrant #31, in the amount of \$179,137.15 was approved. (Winowitch, Paulsen; unanimous)

Administrator's Reports

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

To her report Mrs. Willner added the following:

Trustees, Carol Paulsen, Robert Winowitch and Mrs. Willner spent two days in Albany participating in Library Advocacy Day activities and Trustee Training. The new timeframe for the legislative visits was much better and more professional. Mrs. Willner thanked the trustees for attending these activities. We all came away with a very positive outlook.

Mrs. Willner thanked Mrs. Barone for attending the Staff Recognition Meeting/Luncheon. Two staff members were introduced as new members of the Silver Anniversary Club.

Mrs. Willner reported that she just returned from the PLA Conference and it was a very successful conference.

Mrs. Willner indicated that Innovative is working on some major challenges with e-Commerce.

Mrs. Brand reported on posters that were placed by the Welcome Desk between February 27, 2014 and March 12, 2014 on which patrons could write why they came to the library. Over 325 people wrote comments, some funny, some poignant, and almost always expressing their love for reading and the library. Mrs. Brand also gave a statistical snapshot of those two weeks. These statistics indicated that although we were in the middle of winter, we were busy.

Department Reports

The Board reviewed all the department statistics with interest. Mr. Flavin commented that the statistics were good considering Library closures due to the inclement weather.

Old Business

The Budget Vote and Trustee Election will be held on Tuesday, April 8, 2014, 9:30 a.m. to 9:00 p.m. Carol Paulsen is running unopposed for re-election.

New Business

The Board approved the Disposal of Equipment. (Winowitch, Barone; unanimous)

Mrs. Willner indicated we have a new organization accepting our computer equipment donations. This organization has seniors refurbish the equipment and recruits teen volunteers to teach those in need to use the devices.

The Board approved the attendance of Cara Perry, Kelly Coates, Lisa Stevens and Danielle Krause at the YSS Spring Conference to be held in White Plains, New York, April 4, 2014. (Winowitch, Barone; unanimous)

The Board approved the Library's 2013 Report to New York State for Public and Association Libraries. (Barone, Paulsen; unanimous)

On the director's recommendation the Board rejected all proposals for a three-year contract for auditing and accounting services beginning 2014/2015. (Winowitch, Paulsen; unanimous)

On the director's recommendation the Board approved the appointment of Nawrocki, Smith LLP as the Library's External Auditor for the FY2013/2014 audit at a fee of \$19,000.00 in accordance with their engagement letter. This reflects a reduction of \$3,000.00 from the firm's fee for the previous year's audit. (Barone, Paulsen; unanimous)

The Long Island Library Conference will be held on Thursday, May 1, 2014 at the Melville Marriott. Trustees, Carol Paulsen and Marguerite Barone will be attending. Robert Winowitch may attend.

The LTA Trustee Institute will be held on May 2 – 3, 2014 at the Westchester Marriott in Tarrytown, NY. Trustees Carol Paulsen and Marguerite Barone will be attending with director, Judith Willner.

On the director's recommendation the Board awarded the contract for Inside/Out low voltage lighting to Afterdark Landscaping Lighting, Inc., 1940 Deer Park Avenue, Deer Park, NY 11729. Afterdark Landscaping was the lowest bidder for the 3-year contract with a bid of \$6,200.00 for each of 3 years. Although the contract was bid on a per-year basis, the 3-year contract totals \$18,600.00 requiring Board approval. (Winowitch, Paulsen; unanimous)

Mr. Flavin and the Board congratulated Mrs. Willner who will be recognized for excellence in Education at *Women's Recognition Night* on Thursday, March 20, 2014 at Brookhaven Town Hall in Farmingville.

The next Board Meeting will be held on Monday, April 21, 2014 at 7:00 p.m.

Adjournment

The meeting was adjourned at 8:03 p.m.

Respectfully submitted,

Robert Winowitch