

**SACHEM PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
MARCH 19, 2012
7:00 P.M.**

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

The meeting was called to order at 8:05 p.m.

The meeting began with the salute to the flag.

Marguerite Barone, Board President, indicated that trustee, Carol Paulsen, notified her that she would not be able to attend this meeting and Mrs. Barone formally excused her.

Minutes

The minutes of the Board meeting of February 16, 2012 were approved. (Longo, Winowitch; unanimous)

Payroll and Related Expenses

The Payroll and Related Expenses for February, 2012 in the amount of \$496,986.83 was approved. (Winowitch, Longo; unanimous)

Warrant #27 dated February 2, 2012 in the amount of \$22,719.26 was approved. (Flavin, Winowitch; unanimous)

Warrant #30 dated February 16, 2012 in the amount of \$86,157.04 was approved. (Longo, Winowitch; unanimous)

Treasurer's Report

The Preliminary Treasurer's Report for February, 2012 was reviewed by the Board.

Schedule of Bills

Trustee, Marguerite Barone, reviewed the March 19, 2012 Schedule of Bills before being presented to the Board for their approval.

The March 19, 2012 Schedule of Bills, Warrant #29, in the amount of \$281,268.98 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:

Mrs. Willner indicated that PLA was an interesting and good conference. At this conference Mrs. Brand presented a roundtable discussion on programs for staff wellness, EAP and safety.

Mrs. Willner and Head of Children's Services Linda Overton met with a space planner at the conference to discuss space planning for the Children's Room.

Trustees, Dennis Flavin, Robert Winowitch, Carol Paulsen and Mrs. Willner spent two days in Albany participating in Library Advocacy Day activities. Mrs. Willner thanked the trustees for attending these activities. This trip went well and we are very encouraged.

The Job Fair held on Friday attracted at least 200 job seekers. More employers were present at this fair than at previous fairs.

There were approximately 500 guests and participants at the 7th Annual Advanced Battle of the Books on Friday evening. All program rooms were in use for this event. Our Custodial staff was busy with setups and breakdowns. Emma Clark Library took first place and Longwood Library took second place in this event.

In light of Circulation statistics being up this month, Mrs. Brand presented a brief look at several different aspects of circulation.

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 3, 2012, 9:30 a.m. to 9:00 p.m. Dennis Flavin is running unopposed for re-election.

The Board approved the Revised Travel and Reimbursement Policy. (Winowitch, Flavin; unanimous)

Mrs. Willner gave an update on building renovations. Most of the Teen furniture should be arriving within the next few days. Acrylic LED panels are being installed in the new Teen Room and shelving is going up. Teen staff is deciding on a new name for the new room.

New Business

The Disposal of Equipment was approved. (Longo Winowitch; unanimous)

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

The LTA of New York State Trustee Institute will be held on May 4 and 5, 2012 at the Long Island Marriott in Uniondale, NY. Mrs. Willner asked that the trustees respond as soon as possible if they plan to attend this event.

The Long Island Library Conference will be held on Thursday, May 3, 2012 at the Melville Marriott. Mrs. Willner asked that the trustees respond as soon as possible if they plan to attend.

The next Board Meeting will be held on Monday, April 16, 2012 at 7:00 p.m.

Mr. Flavin indicated that Kevin Verbese, Director of the Suffolk Cooperative Library System, would like to have photo-ops at the individual libraries after the budget vote to thank our legislators.

Adjournment

The meeting was adjourned at 9:00 p.m.

Respectfully submitted,

Dennis Flavin