

**SACHEM PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
APRIL 21, 2014
7:00 P.M.**

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

Guests: Don Bastedo, AARP Safe Driver Program; Lauren Gilbert, Head of Community Services; Lorraine Silvering, Community Services; Amy Johnston, Head of Children's Services

The meeting was called to order at 7:00 p.m.

The meeting began with the salute to the flag.

Robert Winowitch informed the trustees that he would not be available for the April 21, 2014 Board meeting and was formally excused.

The Board accepted the passed Budget Vote and Trustee Election results. (Longo, Barone; unanimous) The Board congratulated Carol Paulsen on her re-election as Library Trustee.

Public Participation: None

Don Bastedo, District Coordinator of the AARP Driver Safety program presented the Library with a plaque recognizing Sachem Public Library as being #63 on the list of the top 100 (out of 18,000) hosts for AARP Driver Safety in the country. President Dennis Flavin accepted the plaque and thanked Lauren Gilbert and Lorraine Silvering for their good work in promoting this program.

Amy Johnston, Head of Children's Services, showed the Board the 2014 Peter Piper Award from the Youth Services Division of NYLA. The award was presented at the YSS Spring Symposium on April 4, 2014 in White Plains, New York and recognized the outstanding services of the Children's and Teen Departments.

The Board congratulated all.

Minutes

The minutes of the Sachem Public Library Annual Budget Hearing on March 17, 2014 were approved. (Longo, Barone; unanimous)

The minutes of the Regular Board meeting of March 17, 2014 were approved. (Paulsen, Longo; unanimous)

Payroll and Related Expenses

The Payroll and Related Expenses for March, 2014 in the amount of \$489,481.64 was approved. (Longo, Barone; unanimous)

Warrant #33 dated March 13, 2014 in the amount of \$13,054.01 was approved. (Longo, Barone; unanimous)

Warrant #34 dated March 27, 2014 in the amount of \$99,461.89 was approved. (Paulsen, Barone; unanimous)

The Payroll Summary Report for March 2014 was approved. (Barone, Longo; unanimous)

Treasurer's Report

The Treasurer's Report for March, 2014 in the amount of \$5,519,791.67 was approved. (Paulsen, Barone; unanimous)

Schedule of Bills

Trustee, Carol Paulsen, reviewed the April 21, 2014 Schedule of Bills before being presented to the Board for their approval.

The April 21, 2014 Schedule of Bills, Warrant #36, in the amount of \$195,590.41 was approved. (Longo, Paulsen; unanimous)

Administrator's Reports

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

To her report Mrs. Willner added the following:

Congratulations to Carol Paulsen on her re-election as Board Trustee.

District residents cast their ballots, approving the Library Budget by a vote of 277 to 113.

Thanks to the valiant efforts of our state legislators, the final New York State Budget increased library funding by \$1 million to \$86.6 million.

Mrs. Willner discussed with the Board forthcoming changes in the Library loan rules. These new rules were initiated by the PALS consortium and will go into effect July 9, 2014.

Mrs. Willner indicated that she will be speaking with space planner, Kimberly Bolan, regarding possible changes to the upper mezzanine to accommodate study carrels and an additional sitting/group meeting area.

Mrs. Brand gave a statistical review of the Library's online services called *Live Study Help*. These services began in 2005 as *Tutor.com* and *Live Homework Help*. After one year of full service a total of 930 students used the service. In 2010 *Live-brary* introduced *Brainfuse* as a consortium product. The *Brainfuse* site is actually made up of two services, the live tutor help and the 24/7 database access. By 2013 we tripled the usage with 2,703 users and since 2010 these database resources have been accessed almost 52,000 times.

Department Reports

The Board reviewed the department statistics with interest.

Old Business

The Board approved the revision of the Bills Paid Out of Schedule Policy. (Paulsen, Longo; unanimous)

The Board approved the revision of the Investment Policy. (Longo, Barone; unanimous)

As a reminder, the Long Island Library Conference will be held at the Melville Marriott on May 1, 2014. Trustees, Carol Paulsen and Marguerite Barone will be attending this conference.

New Business

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

On the director's recommendation the Board approved the proposal of H2M Architects and Engineers in the amount of \$41,000.00 for professional services related to site engineering, preparation of contract documents, and construction administration for the reconstruction of the Library parking field. Since the field is larger than one acre, New York State requires weekly SWPPP inspections. H2M's proposal anticipates a maximum of two inspections. Should there be a need for additional inspections; the cost would be an additional \$450.00 per inspection.

Site engineering and preparatory work will begin in this fiscal year; construction and related costs will be incurred in fiscal year 2014/2015. (Barone, Longo; unanimous)

On the director's recommendation the Board approved a one-year contract with Lynda.com for a pilot program of online training and tutorial software at a cost of \$12,500.00. This web-based product will be available on all Library computers as well as through the Library's WiFi network. There will also be limited access from home. (Longo Barone; unanimous)

Mr. Flavin inquired if low lights could be placed near the handicap parking area on the south side of the building. Mrs. Willner will investigate possibilities.

The Board adjourned to Executive Session at 8:20 p.m. to discuss personnel matters. (Barone, Longo; unanimous)

Regular session resumed at 8:40 p.m.

The next Board Meeting will be held on Monday, May 19, 2014 at 7:00 p.m.

Adjournment

The meeting was adjourned at 8:45 p.m.

Respectfully submitted,

Diane Longo