

**SACHEM PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
MAY 16, 2011
7:00 P.M.**

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

The meeting was called to order at 7:07 p.m.

The meeting began with the salute to the flag.

Public Participation: None

Minutes

The minutes of the Board meeting of April 18, 2011 were approved. (Flavin, Winowitch; unanimous)

Payroll and Related Expenses

The Payroll and Related Expenses for April, 2011 in the amount of \$487,206.90 was approved. (Barone, Winowitch; unanimous)

Warrant #36 dated April 1, 2011 in the amount of \$9,350.80 was approved. (Flavin, Barone; unanimous)

Warrant # dated April 14, 2011 in the amount of \$71,304.07 was approved. (Winowitch, Barone; unanimous)

Warrant # dated April 28, 2011 in the amount of \$25,192.37 was approved. (Barone, Flavin; unanimous)

Treasurer's Report

The Treasurer's Report for April, 2011 in the amount of \$6,183,820.14 was approved. (Winowitch, Barone; unanimous)

Schedule of Bills

Trustee, Dennis Flavin, reviewed the May 16, 2011 Schedule of Bills before being presented to the Board for their approval.

The May 16, 2011 Schedule of Bills, Warrant #38, in the amount of \$196,697.73 was approved. (Barone, Winowitch; 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 the Friends of Sachem Library Scholarship winners—Lauren Soohoo, from Sachem North, and Varun Bhuchar, from Sachem East.

The 36th annual Long Island Library Conference was very successful. Congratulations to Head of Circulation Services, Virginia Pfeifer for her year-long efforts as Treasurer of the Conference Committee.

Mrs. Brand gave a statistical review of Sachem's performance metrics. In comparison to other libraries in New York State, Sachem program attendance out-shined them all.

Department Reports

The Board reviewed all the department statistics with interest. It was noted that the door count, the public fax machine and homebound services have increased.

Conference Report

The Board reviewed the Innovative Users Conference report with interest.

Old Business

The Board approved the Revised Internet Access Policy. (Flavin, Winowitch; unanimous)

The Board approved the Revised Borrowing Guidelines and Fees. (Flavin, Barone; unanimous)

The Board approved the Ratification of the Full-Time Professional Unit Contract. (Barone, Winowitch; unanimous)

The Board approved the Ratification of the Full-Time Clerical Unit Contract. (Flavin, Barone; unanimous)

Mrs. Willner gave an update on the Part-Time Clerical/Page Contractual Unit in Executive Session.

New Business

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

On the recommendation of the Director, the Board approved the contract proposal by Beatty, Harvey, Coco, Architects LLP in the amount of \$18,500.00, for Phase 1 of architectural and engineering services. This phase will include the redesign of shelving layout, relocation of AV materials, and renovation of the lower level to accommodate an expanded Teen Services area. (Winowitch, Flavin; unanimous)

On the recommendation of the Director, the Board approved the proposal from DME Electrical Contracting, Inc. in the amount of \$12,950.00 for the remodeling of the two staff rest rooms. This amount includes the base bid of \$9,950.00, plus \$3,000.00 for Option 1, removal and replacement of the tile floors. The proposal stipulates that there will be an additional charge, based on time and materials for repairs of an existing exhaust fan. (Winowitch, Barone; unanimous)

On the recommendation of the Director, the Board approved an amount, not to exceed \$22,500.00 for the overlay of asphalt to the exit driving lane of the Library's parking. One bid has been received in this amount. Once three bids have been received, the Library will award the bid to the lowest bidder. (Barone, Flavin; unanimous)

Mrs. Willner presented an overview on "Beyond Dewey". It is the Library's plan to reclassify all collections in browsable subject neighborhoods using a BISAC (a book industry classification system). The goal is for the completion of the project within five years.

The Board adjourned to Executive Session at 8:30 p.m. to discuss negotiations, the Personnel Report. (Flavin, Winowitch; unanimous)

Regular Session resumed at 9.09 p.m.

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

The PLDA Golf Fundraiser and Dinner will be held on Thursday, September 22, 2011.

The Friends Luncheon will be held on Friday, June 10, 2011. Luncheon seating's will be 12 noon to 1 p.m. and 1 p.m. to 2 p.m. Board members will inform Mrs. Willner if they plan to attend.

The next Board Meeting will be held on Monday, June 20, 2011, at 7:00 p.m.

Adjournment

The meeting was adjourned at 9:10 p.m.

Respectfully submitted,

Marguerite Barone