

**SACHEM PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
MAY 18, 2015  
7:00 P.M.**

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

The meeting was called to order at 7:05 p.m.

The meeting began with the salute to the flag.

Public Participation: None

**Minutes**

The minutes of the Board meeting of April 20, 2014 were approved. (Flavin, Barone; unanimous)

**Payroll and Related Expenses**

The Payroll and Related Expenses for April, 2015 in the amount of \$468,042.25 was approved. (Longo, Winowitch; unanimous)

Warrant #34 dated April 1, 2015 in the amount of \$9,441.00 was approved. (Flavin, Longo; unanimous)

Warrant #35 dated April 9, 2015 in the amount of \$12,053.56 was approved. (Flavin, Paulsen; unanimous)

Warrant #36 dated April 23, 2015 in the amount of \$103,278.64 was approved. (Paulsen, Barone; unanimous)

**Payroll Summary**

The Board approved the Payroll Summary for April 2015. (Flavin, Barone; unanimous)

**Treasurer's Report**

The Treasurer's Report for April, 2015 in the amount of \$5,438,187.78 was approved. (Longo, Paulsen; unanimous)

**Schedule of Bills**

Trustee, Diane Longo, reviewed the May 18, 2015 Schedule of Bills before being presented to the Board for their approval.

The May 18, 2015 Schedule of Bills, Warrant #37, in the amount of \$200,743.24 was approved. (Barone, Longo; 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 Sachem North senior Meagan Loyst and Sachem East senior Lindsay Marie Karl, this year's winners of the Friend's \$500.00 scholarship.

Congratulations to trustee Dennis Flavin for being awarded the Velma K. Moore Award at the LTA Trustee Institute on May 2, 2015.

The 2015 Long Island Library Conference was very successful. Mrs. Willner was honored to receive the LDA Library Award at the Long Island Library Conference on May 7, 2015. Mrs. Willner thanked those who nominated her for this award.

Mrs. Willner thanked the Board for attending the Ronkonkoma Chamber of Commerce's Heart and Soul Award event at which she was honored.

Mrs. Willner discussed a beta idea with the Board—Curb Side Pick Up. There was a discussion on using lockers. Mr. Flavin asked that Mrs. Willner get prices and sizes of the lockers. The Board asked that both Curb Side Pick Up and lockers be explored further.

There was a discussion on the Ronkonkoma Hub Project.

Mrs. Feitzinger reported on Teen Services defining the staff and their primary functions and responsibilities—to promote reading, promote learning, provide a comfortable space for socializing and entertainment, develop outreach and partnerships with local schools and provide service learning opportunities for local students.

### **Department Reports**

The Board reviewed all the department statistics with interest.

### **Conference Reports**

The Board reviewed the conference reports for the Innovative Users Group (IUG), the Computers in Libraries Conference and the report on the 46<sup>th</sup> Annual May Hill Arbutnot Honor Award Lecture with interest.

### **Internal Auditor's Report**

The Board reviewed the Internal Auditor's Report.

### **Old Business**

The Board approved the Revised Meeting Room Policy. (Flavin, Winowitch; unanimous)

Mrs. Willner gave an update on the ongoing projects:

The parking lot is almost finished. The handicapped parking signage still needs to be installed as well as the concrete slab near the exit on the corner near the traffic light.

The kitchen cabinets are in and the counter top is in but not installed. Hopefully the room should be open by the end of this week. The furniture is being shipped on June 2, 2015.

The installation of solar is just around the corner.

### **New Business**

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

The Board adjourned to Executive Session at 8:55 p.m. to discuss the Personnel Report and the Personnel Report for Non-Affiliated Staff. (Longo, Paulsen; unanimous)

Regular Session resumed at 9:25 p.m.

The Personnel Report and the Personnel Report for Non-Affiliated Staff was approved as discussed. (Longo, Paulsen; unanimous)

The PLDA Golf Fundraiser and Dinner will be held on September 24, 2015.

The next Board Meeting will be held on Monday, June 15, 2015, at 7:00 p.m.

**Adjournment**

The meeting was adjourned at 9:27 p.m.

Respectfully submitted,

Marguerite Barone