

**SACHEM PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
MAY 19, 2014
7:00 P.M.**

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

The meeting was called to order at 7:08 p.m.

The meeting began with the salute to the flag.

Marguerite Barone informed the trustees that she would not be available for the May 19, 2014 Board meeting and was formally excused.

Robert Winowitch informed the trustees that he would not be available for the May 19, 2014 Board meeting and was formally excused.

Public Participation: None

Minutes

The minutes of the Board meeting of April 21, 2014 were approved. (Longo, Paulsen; unanimous)

The minutes of Executive Session on April 21, 2014 were approved. (Paulsen, Longo; unanimous)

Payroll and Related Expenses

The Payroll and Related Expenses for April, 2014 in the amount of \$552,954.71 was approved. (Longo, Paulsen; unanimous)

Warrant #35 dated April 1, 2014 in the amount of \$9,336.10 was approved. (Longo Paulsen; unanimous)

Warrant #37 dated April 10, 2014 in the amount of \$11,266.18 was approved. (Longo Paulsen; unanimous)

Warrant #38 dated April 24, 2014 in the amount of \$151,200.44 was approved. (Paulsen, Longo; unanimous)

Payroll Summary

The Board approved the Payroll Summary for April 2014. (Paulsen, Longo; unanimous)

Treasurer's Report

The Treasurer's Report for April, 2014 in the amount of \$5,592,612.44 was approved. (Longo, Paulsen; unanimous)

Schedule of Bills

Trustee, Dennis Flavin, reviewed the May 19, 2014 Schedule of Bills before being presented to the Board for their approval.

The May 19, 2014 Schedule of Bills, Warrant #39, in the amount of \$246,307.89 was approved. (Paulsen, 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 seniors Zachary Keck and Suzannah Schor, this year's winners of the Friend's \$500.00 scholarship.

Once a topographical survey and core sampling have been taken of the Library parking lot, H2M will be making their recommendations for repaving the lot and redesigning the handicapped parking area.

Mrs. Willner indicated that the Historical Society had made inquiries regarding electrical upgrades. An electrician will evaluate conditions.

The 39th annual Long Island Library Conference was very successful.

Mrs. Brand gave an overall review of statistics for the Library's drop-in programs. Since 2012 and through April of this year, the Library has offered almost 1,500 drop-in programs which 27,600 community members have attended.

Department Reports

The Board reviewed all the department statistics with interest.

Old Business

The Board approved the Revised Borrowing Guidelines effective July 9, 2014. (Longo, Paulsen; unanimous)

On the director's recommendation the Board approved the contract extension of the scope and cost proposal of Kimberly Bolan and Associates. The total cost is estimated to increase by \$4,000.00 for a total cost not to exceed \$20,445.00. (Paulsen, Longo; unanimous)

Mrs. Willner gave an update on the Circulation/Reference renovation.

As part of this renovation, staff has been weeding fiction and moving Biography and World Language collections. As materials are shifted, room is opening up for development of areas for independent study and reading/programming.

Mrs. Willner and Mrs. Brand will be speaking with space planner Kimberly Bolan tomorrow. They will be discussing carpet samples and locations of areas for quiet independent study and interactive collaboration.

Mrs. Willner reported on the following building projects:

Major repairs will be done on the fence;

The Generator project is in process—working on the drawings;

Exterior painting will be done once approval is given;

Security Cameras will be upgraded so they are digital with increased resolution and zoom capability once approval is given.

New Business

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

On the director's recommendation the Board approved the award of contract to Dimitri Painting Corporation, 2188 Nesconset Hwy., #405, Stony Brook, NY 11790 in the amount of \$32,890.00 for exterior painting of the Library. (Longo, Paulsen; unanimous)

On the director's recommendation the Board approved the proposal of LPC, Inc., 7100 New Horizons Boulevard, North Amityville, NY 11701-1149, in the amount of \$64,295.92, for the purchase and installation of 29 IP Cameras and related equipment and cabling. Materials and labor are being purchased under State contract. (Paulsen, Longo; unanimous)

On the director's recommendation the Board approved the award of contract for Category 6 cabling to M.T. L. Telephones, Inc., 650 Montauk Highway, Suite 12, Bayport, NY 11705, in the amount of \$10,752.50. M.T.L. Telephones, Inc. was the lowest of three bidders for materials and labor to install category 6 cabling throughout the building. (Longo, Paulsen; unanimous)

The Board approved the Revised Volunteer Policy. (Longo, Paulsen; unanimous)

The PLDA Golf Fundraiser and Dinner will be held on Monday, October 6, 2014.

The Bid opening for Acoustical Ceiling Treatment in the lobby will be Wednesday, May 28, 2014. A Special Meeting to Award the Contract for Acoustical Ceiling Treatment will be held on Monday, June 2, 2014 at 1:30p.m.

The Board adjourned to Executive Session at 8:26 p.m. to discuss personnel matters. (Longo, Paulsen; unanimous)

Regular Session resumed at 8:35 p.m.

The next Board Meeting will be held on Monday, June 16, 2014, at 7:00 p.m.

Adjournment

The meeting was adjourned at 8:40 p.m.

Respectfully submitted,

Diane Longo