

**SACHEM PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
JUNE 15, 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 Joanne Ortiz

The meeting was called to order at 7:04 p.m.

The meeting began with the salute to the flag.

Public Participation: None

Guest: E. Renee Capitanio, Librarian III and Head of Technical Services

The Board thanked retiree, Renee Capitanio, Librarian III and Head of Technical Services for her dedicated service and wished her well in her retirement. Renee thanked the Board for their well wishes.

Minutes

The minutes of the Board meeting of May 18, 2015 were approved. (Flavin, Paulsen; unanimous)

The minutes of Executive Session of May 18, 2015 were approved. (Barone, Longo; unanimous)

Payroll and Related Expenses

The Payroll and Related Expenses for May, 2015 in the amount of \$519,137.44 was approved. (Paulsen, Flavin; unanimous)

Warrant #38 dated May 7, 2015 in the amount of \$22,329.36 was approved. (Flavin, Winowitch; unanimous)

Warrant #40 dated May 21, 2015 in the amount of \$154,383.44 was approved. (Longo, Barone; unanimous)

Payroll Summary

The May, 2015 Payroll Summary was approved. (Barone, Flavin; unanimous)

Treasurer's Report

The Revised Treasurer's Report for April, 2015 in the amount of \$5,463,187.92 was approved. (Paulsen, Barone; unanimous)

The Treasurer's Report for May, 2015 in the amount of \$5,565,798.75 was approved.
(Flavin, Longo; unanimous)

Schedule of Bills

Trustee; Diane Longo, reviewed the June 15, 2015 Schedule of Bills before being presented to the Board for their approval.

The June 15, 2015 Schedule of Bills, Warrant #41, in the amount of \$423,595.05 was approved. (Flavin, Winowitch; unanimous)

Administrator's Reports

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

To her report Mrs. Willner added the following:

Staff enjoyed joining the Friend's at their annual luncheon for staff on Friday, June 12, 2015. The theme, Books to Broadway, was a nice addition to the décor of the luncheon. The Friend's presented the Library with a check in the amount of \$2,000.00 to upgrade the assistive hearing system in the community rooms.

We celebrated the Grand Opening of the staff lounge on June 9, 2015. It was an all-day feast with an abundance of tasty treats brought in by staff.

Mrs. Feitzinger reported on Reference Services defining staff functions and responsibilities. Reference Services have come a long way with its outreach to the community, the ability to provide a comfortable space for learning, reading, programming, socializing and entertainment to help each individual flourish.

Now a days, Reference is helping to promote reading with book discussions, book displays, bibliographies, using the power of social media and the Library's website.

They also help promote learning by offering Tech30 classes and instructor-led classes in the Technology Center. They answer requests via the webpage, post instructions for downloading eContent, hold weekly ESL conversation groups and assist community members in the use of the OPAC and ILL.

Department Reports

The Board reviewed all the department statistics with interest.

Old Business

Mrs. Willner gave an update on the ongoing building projects:

The kitchen is almost 100% complete with just a few loose ends that need attending to.

The parking lot paving project and the generator expansion have been completed.

The solar company has begun installing panels.

Mrs. Willner gave an update on negotiations with the Custodial Contractual Unit.

New Business

On the director's recommendation, the Board approved the attendance of Judith Willner, Alicja Feitzinger, Lauren Gilbert and Laura Panter at the annual New York Library Association's Conference to be held in Lake Placid, New York, October 21-24, 2015. (Longo, Barone; unanimous)

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

The Board adjourned to Executive Session at 7:58 p.m. to discuss the Personnel Report. (Barone, Paulsen; unanimous)

Regular Session resumed at 8:26 p.m.

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

The PLDA Golf Fundraiser will be held on September 24, 2015 at the Great Rock Country Club in Wading River, New York.

The next Board Meeting will be held on Monday, July 20, 2015 at 7:00 p.m.

Correspondence

A letter of retirement was received from E. Renee Capitanio, Librarian III and Head of Technical Services.

A letter of retirement was received from Linda Bova, Librarian II in Reference.

A letter of retirement was received from Dona Giordano, Principal Clerk in Administration.

Adjournment

The meeting was adjourned at 8:35 p.m.

Respectfully submitted,

Marguerite Barone