

**SACHEM PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
JUNE 16, 2014
7:00 P.M.**

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

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

The meeting began with the salute to the flag.

Public Participation: None

Minutes

The minutes of the Board meeting of May 19, 2014 were approved. (Longo, Paulsen; unanimous)

The minutes of Executive Session of May 19, 2014 were approved. (Winowitch, Longo; unanimous)

The minutes of the Special Board Meeting on June 2, 2014 were approved. (Barone, Winowitch; unanimous)

Payroll and Related Expenses

The Payroll and Related Expenses for May, 2014 in the amount of \$478,186.61 was approved. (Paulsen, Barone; unanimous)

Warrant #40 dated May 8, 2014 in the amount of \$12,507.47 was approved. (Longo, Paulsen; unanimous)

Warrant #41 dated May 22, 2014 in the amount of \$95,572.35 was approved. (Winowitch, Barone; unanimous)

Payroll Summary

The May, 2014 Payroll Summary was approved. (Barone, Longo; unanimous)

Treasurer's Report

The Treasurer's Report for May, 2014 in the amount of \$5,659,967.98 was approved. (Longo, Barone; unanimous)

Schedule of Bills

Trustee, Marguerite Barone, reviewed the June 16, 2014 Schedule of Bills before being presented to the Board for their approval.

The June 16, 2014 Schedule of Bills, Warrant #42, in the amount of \$202,023.21 was approved. (Barone, Paulsen; unanimous)

Administrator's Reports

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

To her report Mrs. Willner added the following:

Mrs. Willner indicated that on July 9, 2014 the mandated changes in the Borrowing Guidelines go into effect. Bookmarks are being placed in materials as they are checked out to remind our patrons.

Lynda.com an online training library of tutorials is now available for staff and will be on all public computers beginning July!

Staff enjoyed having lunch with members of the Friend's at their annual luncheon for staff on Friday.

Mrs. Brand described a new system-wide software application used for marketing called *CommunityConnect* which was debuted at SCLS. This statistical software package was implemented using Sachem's 83,000 residents comprising of 39,000 patrons. This database breaks down the community using their interests and needs into Tapestry Segments. Sachem has 11 segments. By understanding each of these Segment's likes and dislikes, one can get an idea of the resources to purchase and the programs to hold to capture patron interests.

Department Reports

The Board reviewed all the department statistics with interest.

Old Business

Mrs. Willner gave an update on building projects and on the upper stack area renovation:

Mrs. Willner reviewed with the Board drawings showing the location and style of furniture for two new areas in the upper mezzanine: One for independent study and one for collaborative space. The carpeting for this area has been ordered.

Mrs. Willner indicated that the contract for the acoustical ceiling has been signed and three alternates are being considered—to do all the work at night, the choice of an alternate color for the ceiling, and the taking down of the mobile. The Library will store the mobile until Slim Cook is able to refurbish and reassemble it in the Fall.

The new security cameras have been installed.

The painting of the outside canopy is moving along.

We are working with John Tanzi and his team to design a solar voltaic array to submit as a proposal for a 2014 New York State Construction Grant. Mrs. Willner indicated that the roof on the North side of the building would need to be assessed and potentially replaced as part of this grant.

New Business

On the director's recommendation, the Board approved the attendance of Judith Willner, Carol Brand and Linda Bova at the annual New York Library Association's Conference to be held in Saratoga Springs, New York, November 5-8, 2014. (Longo, Barone; unanimous)

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

On the director's recommendation the Board accepted with grateful appreciation the donation of Kenneth Brand of a hand-crafted natural cherry chess table. This table, which was designed by Mr. Brand to coordinate with the Library's Stickley furniture, will reside near the large picture window in the adult reference area of the Library. (Barone, Winowitch; unanimous)

On the director's recommendation the Board approved the proposal of Baer's Rug & Linoleum Co., Inc., 275-A Edison Avenue, West Babylon, NY 11704, to furnish and install carpet tile for the upper mezzanine at a cost of \$17,939.59. This purchase is being made in conjunction with an NJPA contract. (Longo, Winowitch; unanimous)

On the director's recommendation the Board approved the expenditure of \$16,250.00 for the repair of the roof over the rotunda and the south side of the building. (Winowitch, Longo; unanimous)

The Board adjourned to Executive Session at 8:25 p.m. to discuss the Personnel Report and Personnel Report for Non-Affiliated Staff. (Winowitch, Barone; unanimous)

Regular Session resumed at 8:55 p.m.

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

The Board approved the Retirement Incentive for Full-Time Professional, Clerical and Custodial Staff and Separation from Service/Retirement Incentive for Part-Time Professional, Clerical and Custodial Staff. (Longo, Barone; unanimous)

The Personnel Report for Non-Affiliated Staff was approved. (Longo, Winowitch; unanimous)

The PLDA Golf Fundraiser will be held on October 6, 2014 at the Baiting Hollow Club in Baiting Hollow, New York.

The next Board Meeting will be held on Monday, July 21, 2014 at 7:00 p.m.

Adjournment

The meeting was adjourned at 8:56 p.m.

Respectfully submitted,

Diane Longo