

**SACHEM PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
JUNE 17, 2013  
7:00 P.M.**

The regular meeting of Sachem Public Library Board of Trustees was attended by Carol Paulsen, Dennis Flavin, Robert Winowitch, Marguerite Barone, 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.

Public Participation: None

**Minutes**

The minutes of the Board meeting of May 20, 2013 were approved. (Barone, Winowitch; unanimous)

**Payroll and Related Expenses**

The Payroll and Related Expenses for May, 2013 in the amount of \$493,749.32 was approved. (Flavin, Winowitch; unanimous)

Warrant #38 dated May 9, 2013 in the amount of \$12,025.93 was approved. (Winowitch, Flavin; unanimous)

Warrant #40 dated May 23, 2013 in the amount of \$96,098.82 was approved. (Barone, Flavin; unanimous)

**Payroll Summary**

The May, 2013 Payroll Summary was approved. (Flavin, Barone; unanimous)

**Treasurer's Report**

The Treasurer's Report for May, 2013 in the amount of \$5,895,913.74 was approved. (Flavin, Barone; unanimous)

**Schedule of Bills**

Trustee, Marguerite Barone, reviewed the June 17, 2013 Schedule of Bills before being presented to the Board for their approval.

The June 17, 2013 Schedule of Bills, Warrant #39, in the amount of \$278,788.06 was approved. (Winowitch, Barone; 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 received a letter from the Industrial Development Agency in regard to changes of disbursements of pilot payments to the Library.

Mrs. Willner reported that Senator Caesar Trunzo passed away on May 29, 2013. She indicated that the library community and our library in particular lost a dear friend. The Senator was a generous and loyal supporter of libraries.

All staff enjoyed the Friend's Staff Luncheon on Friday.

Mrs. Brand reviewed the statistics on Social Media and indicated that these statistics continue to grow significantly. The library has a new social media presence—*Pinterest*. Other Social Media tools included in these statistics were *Facebook*, *Twitter* and *foursquare* which were launched just a little over two years ago. Mrs. Brand indicated that Social Media continues to be a lucrative tool for staying in touch with our community. It is great for reaching out to that hard to lure into the library age group; the 25-34 year olds.

## **Department Reports**

The Board reviewed all the department statistics with interest. Mrs. Willner indicated that beginning in June new Wi-Fi statistics will be included with the computer statistics. Mrs. Willner thanked Robert Buchenhain and staff for setting up the parameters to enable the library to include Wi-Fi statistics in the Department Report.

## **Conference Report**

The Board reviewed the report for the 44<sup>th</sup> Annual May Hill Arbuthnot Honor Lecture with interest.

## **Old Business**

Mrs. Willner gave an update on the Children's Room renovation. Mrs. Willner indicated most of the Children's Room has been painted and carpeted. The shelving and most furniture are expected this week. The room is taking shape.

Mrs. Willner indicated that she met with Circulation staff today so they could put together their thoughts and concepts for a revamped Circulation area. The information collected will be presented to space-planner Kim Bolan for a proposal.

Mrs. Willner gave an update on negotiations for the Full-Time Clerical and Professional Contractual Units and Part-Time Clerical/Page Unit Contractual Unit.

## **New Business**

On the director's recommendation, the Board approved the attendance of Judith Willner, Carol Brand, Nancy Elliott, Cara Perry and John Cox at the annual New York Library Association's Conference to be held in Niagara Falls, New York, September 25-28, 2013. (Flavin, Winowitch; unanimous)

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

Denise Scarbeck gave a demonstration to the Board on how registered library card holders can download two new services—*Zinio* and *Freegal*. *Zinio* is an app for digital magazines for iPad, iPhone, Android, Mac & PC. *Freegal* is a downloadable music service which provides access to the catalog of artists in Sony Music Entertainment. On *Freegal* registered card holders may download up to three songs per week.

The Board adjourned to Executive Session at 8:24 p.m. to discuss the Personnel Report and the Personnel Reports for Unaffiliated Staff. (Winowitch, Flavin; unanimous)

Regular Session resumed at 8:50 p.m.

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

The Personnel Report for Full-Time Unaffiliated Staff designated as confidential was approved. (Barone, Flavin; unanimous)

The Personnel Report for Part-Time Unaffiliated Staff designated as confidential was approved. (Flavin, Winowitch; unanimous)

The Personnel Report for Administrative Benefits was approved. (Barone, Flavin; unanimous) The Board affirmed the previously approved benefits.

The PLDA Golf Fundraiser will be held on September 12, 2013 at the Great Rock Golf Club in Wading River, New York.

Mrs. Willner indicated that the Suffolk Cooperation Library System Trustee's Workshop will be held on Thursday, October 10, 2013.

The next Board Meeting will be held on Monday, July 15, 2013 at 7:00 p.m.

### **Correspondence**

A letter thanking the Library for their donation of four library tables for use at Sachem High School East Library was received from James J. Nolan, Superintendent of Schools, Sachem Central School District.

### **Adjournment**

The meeting was adjourned at 9:00 p.m.

Respectfully submitted,

Robert Winowitch