

**SACHEM PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
JUNE 20, 2011  
7:00 P.M.**

The regular meeting of Schem Public Library Board of Trustees was attended by Diane Longo, Marguerite Barone, Dennis Flavin, 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.

Public Participation: None

Diane Longo, Board President, indicated that trustee, Robert Winowitch, notified her that he would not be able to attend this meeting and Mrs. Longo formally excused him.

**Minutes**

The minutes of the Board meeting of May 16, 2011 were approved. (Flavin Paulsen; unanimous)

The minutes from the Executive Session of the Regular Board meeting on May 16, 2011 were approved. (Barone, Paulsen; unanimous)

**Payroll and Related Expenses**

The Payroll and Related Expenses for May, 2011 in the amount of \$498,049.51 was approved. (Flavin, Barone; unanimous)

Warrant #40 dated May 12, 2011 in the amount of \$43,590.36 was approved. (Paulsen, Flavin; unanimous)

Warrant #42 dated May 26, 2011 in the amount of \$82,768.88 was approved. (Barone, Paulsen; unanimous)

**Treasurer's Report**

The Treasurer's Report for May, 2011 in the amount of \$6,258,116.65 was approved. (Paulsen, Barone; unanimous)

**Schedule of Bills**

Trustee, Robert Winowitch, reviewed the June 20, 2011 Schedule of Bills before being presented to the Board for their approval.

The June 20, 2011 Schedule of Bills, Warrant #41, in the amount of \$277,154.85 was approved. (Flavin, Barone; 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 Lauren Gilbert who has secured an American Library Association/National Endowment for the Humanities grant to participate in the *Let's Talk About It: Making Sense of the American Civil War* project. Only 65 libraries nationwide were selected to receive this \$3,000.00 grant.

There have been air conditioning compressor challenges around the building. The problem A/C units are being replaced.

The Summer Reading Club registrations are going very well. As of this evening's meeting, 500 patrons are registered in Children's, 180 patrons are registered in Teen's and 192 patrons are registered in Adult.

Mrs. Brand reviewed the statistics on the Library's recent launch on Facebook.

### **Department Reports**

The Board reviewed all the department statistics with interest. Mrs. Willner will look into the discrepancy on the Children's Program Attendance chart.

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

The Board reviewed the Internal Auditors Report with interest.

### **Old Business**

The Board approved the Purchasing Policy, a revision of the former Procurement Policy. (Barone, Flavin; unanimous)

The Board approved the Revised Credit Card Usage Policy. (Paulsen, Flavin; unanimous)

The Board approved the Revised Nepotism Policy. (Flavin, Barone; unanimous)

Mrs. Willner gave an update on contract negotiations in Executive Session.

Mrs. Willner gave an update on the status of the installation of RFID. Mrs. Willner indicated that the RFID gates will be installed the week of July 11, 2011.

### **New Business**

On the director's recommendation the Board approved the option of a Roth Plan for post-tax retirement savings for both the 403B and 457B Library retirement savings plans. The 403B Plan Document will be amended to reflect this option. (Barone, Flavin; unanimous)

On the director's recommendation the Board approved the purchase of a 30-ton Trane high efficiency roof-top air conditioning unit with gas heating. This unit, which will replace the existing Carrier 30-ton unit, controls the air conditioning and heat in the Children's Room. The cost of the unit is \$61,000.00, with a deposit of \$20,000.00, to be paid in the June schedule of bills. (Paulsen, Barone; unanimous)

On the director's recommendation the Board approved *SEQRA Resolution No. 1, Lead Agency Designation* for Proposed Interior Alterations at the Sachem Public Library. (Barone, Paulsen; unanimous)

On the director's recommendation the Board approved *SEQRA Resolution No. 2, Type II Action* pursuant to 6 NYCRR §617.5(c)(1) and (2) of the implementing regulations of the State Environmental

Quality Review Act, and will, therefore, by definition, have no significant adverse impact on the environment. (Flavin, Barone; unanimous)

On the director's recommendation the Board approved the resolution for *Designation of Funds* as follows:

WHEREAS pursuant to an architectural proposal dated May 12, 2011 Sachem Public Library shall renovate and expand service areas located at 150 Holbrook Road, Holbrook, NY, and

WHEREAS it is the intention of the Board of Trustees to address the operational needs for the building while at the same time improve the Library experience for patrons; and

WHEREAS the Board of Trustees wishes to designate and set aside the fund from which the purchase price and eventual demolition and improvement expenses will be paid.

NOW THEREFORE, be it resolved that, subject to further resolution of the Board of Trustees, the cost of reconfiguring and renovating the Teen and Adult Reference areas, as well as the purchase of equipment, shall be paid from the Fund Reserved for Equipment and Building Improvements. (Paulsen, Flavin; unanimous)

The Board adjourned to Executive Session at 8:25 p.m. to discuss the Personnel Report and contract negotiations. (Barone, Flavin; unanimous)

Regular Session resumed at 8:53 p.m.

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

Mrs. Willner showed the Board three Nature Kits—musician, builder and explorer—that may be borrowed by patrons to use with their children in *Inside/Out*.

The PLDA Golf Fundraiser will be held on September 22, 2011. Mrs. Willner asked the Board if they would like to attend. Dennis Flavin and Marguerite Barone will be attending the dinner only.

The next Board Meeting will be held on Monday, July 18, 2011 at 7:00 p.m.

### Adjournment

The meeting was adjourned at 8:55 p.m. (Flavin, Barone; unanimous)

Respectfully submitted,

Carol Paulsen