

**SACHEM PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
JULY 15, 2013  
7:00 P.M.**

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

Diane Longo informed the trustees that she would not be available for the July 15, 2013 Board meeting and was formally excused.

Marguerite Barone was sworn in at an earlier date as an elected trustee for a five-year term from July 1, 2013 to June 30, 2018.

Public Participation: None

The rotation of officers was recognized with Dennis Flavin named as President for the period of July 1, 2013 to June 30, 2014 and Robert Winowitch named as Vice President for the period of July 1, 2013 to June 30, 2014.

The floor opened for nominations for the position of Secretary.

Robert Winowitch made a motion to nominate Diane Longo for secretary of the Sachem Public Library Board of Trustees for the period of July 1, 2013 to June 30, 2014. Marguerite Barone seconded the motion. Motion carried unanimously.

**Minutes**

The minutes of the Regular Board meeting of June 17, 2013 were approved. (Winowitch, Barone; unanimous)

The minutes of the Executive Session of the June 17, 2013 Board meeting were approved. (Paulsen, Barone; unanimous)

**Payroll and Related Expenses**

The Payroll and Related Expenses for June 2013 in the amount of \$500,561.52 was approved. (Winowitch, Barone; unanimous)

Warrant #41 dated June 6, 2013 in the amount of \$12,280.99 was approved. (Barone, Winowitch; unanimous)

Warrant #42 dated June 20, 2013 in the amount of \$90,567.77 was approved. (Paulsen, Barone; unanimous)

## **Payroll Summary**

The June, 2013 Payroll Summary was approved. (Barone, Winowitch; unanimous)

## **Treasurer's Report**

The Treasurer's Report for June 2013 in the amount of \$5,943,847.28 was approved. (Winowitch, Paulsen; unanimous)

## **Schedule of Bills**

Trustee, Dennis Flavin, reviewed the July 17, 2013 Schedule of Bills before being presented to the Board for their approval.

The July 15, 2013, Schedule of Bills, Warrant #2 in the amount of \$152,796.69 was approved. (Paulsen, Barone; unanimous)

## **Administrator's Reports**

The Board reviewed the director's report with interest.

To her report, Mrs. Willner added the following:

The Summer has been very busy. Two outdoor concerts held so far this Summer were moved indoors due to the weather, but were very well attended. The *Fleetwood Macked* concert held on Friday evening was generously supported with a Suffolk County grant provided by County Legislator Bill Lindsay.

Mrs. Brand gave a statistical review of ways the public communicates their good comments, suggestions, ideas and complaints to Library staff. Some of these good suggestions have been implemented at the Library.

## **Department Reports**

The Board reviewed the department statistics with interest. Mr. Flavin inquired on the increase of Inter-Library Loans. Mrs. Willner explained how the ILL's affect the Library statistics. There was a discussion on possible future changes to the Borrowing Guidelines to become more uniform with other Suffolk libraries.

## **Conference Reports**

The Board reviewed the American Library Association Conference reports with interest.

## **Old Business**

Mrs. Willner gave an update on the Children's Room renovations. Mrs. Willner indicated that three more deliveries of furniture are expected soon. The stretch kites have been installed around the poles in the Children's Room.

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

## New Business

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

On the director's recommendation, the Board approved Douglas McNally representing the firm of Hamburger, Maxson, Yaffe, Wishod, Knauer & McNally, LLP of 225 Broadhollow Road, Suite 301E, Melville, NY 11747, as library attorney at the rate of \$230.00 per hour. (Barone Winowitch; unanimous)

On the director's recommendation, the Board approved the appointment of the firm of RivkinRadler, LLP, 926 RXR Plaza, Uniondale, NY 11556-0926 as library negotiator and employment attorney at the rate of \$235.00 per hour. (Paulsen, Winowitch; unanimous)

On the director's recommendation, the Board approved the appointment of Nawrocki, Smith LLP as Library External Auditor for 2013/2014 at a fee not to exceed \$22,000.00 in accordance with the engagement letter. A separate engagement letter may be issued covering any additional services or fees. (Winowitch, Barone; unanimous)

On the director's recommendation the Board approved the appointment of Donald Fischer as Internal Auditor for 2013/2014 fiscal year at the rate of \$100.00 per hour. (Barone, Paulsen; unanimous)

On the director's recommendation, the Board approved the appointment of Paul Gomes as library treasurer at the rate of \$350.00 per month. (Winowitch, Barone; unanimous)

On the director's recommendation, the Board approved the appointment of Dona Giordano as recording secretary. (Barone, Winowitch; unanimous)

On the director's recommendation, the Board approved the designation of JP Morgan Chase Bank, NA, 130 Portion Road, Ronkonkoma, NY 11779 and TD Bank, 155 Pinelawn Road, Melville, NY 11747, for savings, certificates of deposit, checking, and money market accounts. (Paulsen, Winowitch; unanimous)

On the director's recommendation, the Board approved the following institutions as depositories of library funds for the purpose of investment: (1) JP Morgan Chase Bank, NA (2) JP Morgan Chase Investment Services Corp., NA (3) The Bank of New York (4) Citibank, (5) TD Bank, (6) HSBC Bank USA, (7) Capital One, (8) United States Treasury. (Barone, Winowitch; unanimous)

In accordance with the Procurement Policy, the Board appointed Board members, Marguerite Barone and Carol Paulsen, as authorized signers for the 2013/2014 fiscal year. (Winowitch, Barone; unanimous)

On the director's recommendation, the Board approved the appointment of Judith M. Willner as Records Management Officer (RMO) in compliance with the New York State Department of Education, Office of Cultural Information, New York State Archives. (Barone, Paulsen; unanimous)

On the director's recommendation, the Board approved the following newspapers to be used officially at any time it appears to the advantage of the library to do so: (1) Ronkonkoma Review and (2) Suffolk County News. (Paulsen, Winowitch; unanimous)

On the director's recommendation, the Board approved the appointment of Renee Capitanio and Denise Scarbeck as Innovative Coordinators. The Board approved a \$1,000.00 stipend for Denise Scarbeck. The stipend for Renee Capitanio has been built into her annual salary. (Winowitch, Barone; unanimous)

The Board approved the designated Bills Paid Out of Schedule for 2013/2014. (Barone, Paulsen; unanimous)

The Board approved for 2013/2014 payment to the Long Island Railroad be paid with payroll. (Winowitch, Paulsen; unanimous)

The Board reviewed the updated Organizational Chart.

The Personnel Report was approved. (Winowitch Paulsen; unanimous)

The Annual Trustee Workshop will be held on Thursday, October 10, 2013 from 6 p.m. to 9 p.m. at SCLS. The workshop speaker will be Libraries and Education Futurist, Garry Golden.

The Suffolk County Legislative Breakfast will be held on Friday, September 20, 2013 at Bay Shore-Brightwaters Public Library.

Mr. Flavin indicated that the SCLS Board of Trustees Meeting will be held at Sachem on Wednesday, September 4, 2013. The Board will tour the Library at 6:30 p.m. and the meeting will begin at 7:00 p.m.

Mrs. Willner informed the Board that the Grand Opening of the renovated Children's Room will be held on Saturday, September 7, 2013, tentatively from 2 to 4 p.m. More details will follow shortly.

Mrs. Willner asked the Board to save the afternoon of September 10, 2013 for a special event.

If an August Board Meeting is necessary, it will be held on Monday, August 19, 2013 at 7:00 p.m.; otherwise, the next Board Meeting will be held on Monday, September 16, 2013 at 7:00 p.m.

### **Correspondence**

A letter of thanks was received from Mary Vaccaro, patron of Sachem Library.

### **Adjournment**

The meeting adjourned at 8:35 p.m.

Respectfully submitted,

Robert Winowitch