

**SACHEM PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
JULY 16, 2012  
7:00 P.M.**

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

The meeting was called to order at 7:10 p.m.

The meeting began with the salute to the flag.

There was a moment of silence for past President of the Sachem Public Board of Trustees, Jonathan Reilly, who passed away on May 23, 2012.

Dennis Flavin was sworn in at an earlier date as an elected trustee for a five-year term from July 1, 2012 to June 30, 2017.

Public Participation: None

The rotation of officers was recognized with Carol Paulsen named as President for the period of July 1, 2012 to June 30, 2013 and Dennis Flavin named as Vice President for the period of July 1, 2012 to June 30, 2013.

The floor opened for nominations for the position of Secretary.

Diane Longo made a motion to nominate Robert Winowitch for secretary of the Sachem Public Library Board of Trustees for the period of July 1, 2012 to June 30, 2013. Dennis Flavin seconded the motion. Motion carried unanimously.

**Minutes**

The minutes of the Regular Board meeting of June 18, 2012 were approved. (Barone, Winowitch; unanimous)

The minutes of the Executive Session of the June 18, 2012 Board meeting were approved. (Winowitch, Longo; unanimous)

**Payroll and Related Expenses**

The Payroll and Related Expenses for June 2012 in the amount of \$484,831.33 was approved. (Barone, Flavin; unanimous)

Warrant #42 dated June 7, 2012 in the amount of \$12,001.33 was approved. (Winowitch, Longo; unanimous)

Warrant #43 dated June 21, 2012 in the amount of \$83,076.96 was approved. (Flavin, Barone; unanimous)

## **Treasurer's Report**

The Treasurer's Report for June 2012 in the amount of \$5,816,377.19 was approved. (Longo, Flavin; unanimous)

## **Schedule of Bills**

Trustee, Diane Longo, reviewed the July 16, 2012 Schedule of Bills before being presented to the Board for their approval.

The July 16, 2012, Schedule of Bills, Warrant #2 in the amount of \$150,352.71 was approved. (Flavin, Winowitch; unanimous)

## **Administrator's Reports**

The Board reviewed the director's report with interest.

To her report, Mrs. Willner added the following:

On Thursday, July 18<sup>th</sup> the Children's staff will meet in an all-day planning session with space-planner, Kimberly Bolan.

During a recent visit, the South County Library Board and staff viewed our RFID system in action.

The Teen *Showcase of the Bands* was held last Friday evening in *Inside/Out*.

The Suffolk County Legislative Breakfast will be held on Friday, September 21, 2012 at the Smithtown Library. Details will follow at a later date. Trustees Marguerite Barone, Dennis Flavin and Robert Winowitch indicated that they would like to attend. Diane Longo indicated that she may attend.

LI Net/INN-Reach, an interloan program connecting all libraries in Nassau and Suffolk Counties, is in a testing phase. Mrs. Willner explained how this search would work.

Denise Scarbeck gave a presentation to the Board on the new Mobile Website that will be available to the public. Denise Scarbeck and Robert Buchenhain worked very hard to put this website together. The Board gave their approval to make this website available to the public once it is complete.

The Children's and Technical Service staffs have been working exceptionally hard withdrawing materials in anticipation of the redesign of the Children's Room.

Last month's Assistant Director's Report focused on the Library's Server Room. In keeping with the theme, this month Mrs. Brand gave a review of all the computers which are up and running because of all that transpires in the Library's Server Room.

## **Department Reports**

The Board reviewed the department statistics with interest.

## **Old Business**

Mrs. Willner gave an update on contract negotiations for the Custodial Unit.

## New Business

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 \$225.00 per hour. (Winowitch, Barone; 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. (Longo, Winowitch; unanimous)

On the director's recommendation, the Board approved the appointment of Nawrocki, Smith LLP as Library External Auditor for 2012/2013 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. (Barone, Flavin; unanimous)

On the director's recommendation the Board approved the appointment of Donald Fischer as Internal Auditor for 2012/2013 fiscal year at the rate of \$100.00 per hour. (Longo, Flavin; 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. (Barone, 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. (Flavin, Barone; unanimous)

In accordance with the Procurement Policy, the Board appointed Board members, Marguerite Barone and Diane Longo, as authorized signers for the 2012/2013 fiscal year. (Winowitch, Flavin; 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. (Longo, Barone; 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. (Winowitch, Flavin; 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. (Barone, Winowitch; unanimous)

The Board approved the Bills Paid Out of Schedule for 2012/2013. (Barone, Flavin; unanimous)

The Board approved for 2012/2013 payment to the Long Island Railroad be paid with payroll. (Longo, Flavin; unanimous)

On the director's recommendation the Board approved the attendance of Linda Overton and Lisa Stevens at the Association for Library Service to Children (ALSC) in Indianapolis, Indiana, September 20 – 22, 2012. (Winowitch, Barone; unanimous)

On the director's recommendation the Board approved the attendance of Susan Tychnowicz at the Young Adult Library Services Association (YALSA) for Young Adult Literature Symposium to be held in St. Louis, Missouri, November 2 – 4, 2012. (Winowitch, Longo; unanimous)

On the director's recommendation, the Board approved the attendance of Judith Willner, Carol Brand, Lauren Gilbert and Nancy Elliott at the annual New York Library Association's Conference to be held in Saratoga Springs, New York, November 7 - 10, 2012. (Flavin, Barone; unanimous)

The Board reviewed the updated Organizational Chart.

Mrs. Willner indicated that at the September Board meeting a Revised Borrowing Guidelines will be presented to the Board for their approval.

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

If an August Board Meeting is necessary, it will be held on Monday, August 20, 2012 at 7:00 p.m.; otherwise, the next Board Meeting will be held on Wednesday, September 19, 2012 at 7:00 p.m.

### **Adjournment**

The meeting adjourned at 8:28 p.m.

Respectfully submitted,

Robert Winowitch