

**SACHEM PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
JULY 18, 2011  
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 7:04 p.m.

The meeting began with the salute to the flag.

Robert Winowitch was sworn in at an earlier date as an elected trustee for a five-year term from July 1, 2011 to June 30, 2016.

Public Participation: None

The rotation of officers was recognized with Marguerite Barone named as President for the period of July 1, 2011 to June 30, 2012 and Carol Paulsen named as Vice President for the period of July 1, 2011 to June 30, 2012.

The floor opened for nominations for the position of Secretary.

Carol Paulsen made a motion to nominate Dennis Flavin for secretary of the Sachem Public Library Board for the period of July 1, 2011 to June 30, 2012. Robert Winowitch seconded the motion. Motion carried unanimously.

**Minutes**

The minutes of the Board meeting of June 20, 2011 were approved. (Flavin, Longo; unanimous)

The minutes of the Executive Session of the June 20, 2011 Board meeting were approved. (Paulsen, Longo; unanimous)

**Payroll and Related Expenses**

The Payroll and Related Expenses for June 2011 in the amount of \$540,884.72 was approved. (Longo, Winowitch; unanimous)

Warrant #43 dated June 9, 2011 in the amount of \$10,738.54 was approved. (Paulsen, Winowitch; unanimous)

Warrant #44 dated June 23, 2011 in the amount of \$80,398.81 was approved. (Winowitch, Paulsen; unanimous)

## **Treasurer's Report**

The Treasurer's Report for June 2011 in the amount of \$6,243,830.35 was approved. (Longo, Flavin; unanimous)

## **Schedule of Bills**

Trustee, Diane Longo, reviewed the July 18, 2011 Schedule of Bills before being presented to the Board for their approval.

The July 18, 2011, Schedule of Bills, Warrant #1 in the amount of \$259,950.32 was approved. (Winowitch, Flavin; unanimous)

## **Administrator's Reports**

The Board reviewed the director's report with interest.

To her report, Mrs. Willner added the following:

The Library has switched over to the new RFID system. Mrs. Willner noted that, in addition to the Circulation staff, Network and Systems Specialist Robert Buchenhain and Innovative Coordinator Denise Heid provided invaluable and extensive technical support and expertise. The Board expressed their appreciation to the staff for all the hard work during the installation of this system.

The new Summer Reading Club totals—2,919 Children's, 762 Teens and 425 Adults.

Both staff bathrooms have been retiled and repainted.

A new refrigeration unit was purchased for the café.

Mrs. Brand reviewed the statistics on the Library's recent launch on Twitter and Foursquare. The Library launched both of these social networking tools on April 1<sup>st</sup> of this year.

## **Department Reports**

The Board reviewed the department statistics with interest. Statistics indicate that the door count is up.

## **Conference Reports**

The American Library Association Conference reports were read with interest.

## **Old Business**

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

Mrs. Willner gave an update on the RFID status in the Director's Report.

## **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. (Flavin 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. (Longo, Paulsen; unanimous)

On the director's recommendation, the Board approved the appointment of Nawrocki, Smith LLP as Library External Auditor for 2011/2012 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. (Flavin, Winowitch; unanimous)

On the director's recommendation the Board approved the appointment of Donald Fischer as Internal Auditor for 2010/2011 fiscal year at the rate of \$100.00 per hour. (Winowitch, 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. (Longo, Flavin; unanimous)

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

In accordance with the Procurement Policy, the Board appointed Board members, Robert Winowitch and Diane Longo, as authorized signers for the 2011/2012 fiscal year. (Flavin, Paulsen; 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. (Flavin, Winowitch; 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. (Flavin, Longo; unanimous)

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

The Board approved the Bills Paid Out of Schedule for 2011/2012. (Longo, Flavin; unanimous)

The Board approved for 2011/2012 payment to the Long Island Railroad be paid with payroll. (Winowitch, Longo; unanimous)

On the director's recommendation, the Board approved the attendance of Judith Willner, Carol Brand, Karen Filippone, Lauren Gilbert and Lisa Stevens at the annual New York Library Association's Conference to be held in Saratoga Springs, New York, November 2-5, 2011. (Longo, Paulsen; unanimous)

The Board reviewed the updated Organizational Chart.

Mrs. Willner advised the Board concerning a recent "Statement of Concern" about Library Resources. The challenged resource was the magazine, *Maxim*.

The Suffolk County Legislative Breakfast will be held on Friday, September 16, 2011 at Middle Country Public Library. Trustees Marguerite Barone, Carol Paulsen and Dennis Flavin indicated that they will attend.

Mr. Flavin indicated that on Wednesday the Suffolk Cooperative Library System is having a seminar on the Tax Cap issue.

The Board adjourned to Executive Session at 8:34 p.m. to discuss Library negotiations. (Winowitch, Paulsen; unanimous)

Regular session resumed at 8:58 p.m.

The next Board Meeting will be held on Monday, September 19, 2011 at 7:00 p.m.

### **Adjournment**

The meeting adjourned at 8:59 p.m.

Respectfully submitted,

Dennis Flavin