

**SACHEM PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
JULY 20, 2015
7:00 P.M.**

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

The meeting was called to order at 7:03 p.m.

The meeting began with the salute to the flag.

Public Participation: None

Diane Longo was sworn in at an earlier date as an elected trustee for a five-year term from July 1, 2015 to June 30, 2020.

The rotation of officers was recognized with Diane Longo as President for the period of July 1, 2015 to June 30, 2016 and Marguerite Barone named as Vice President for the period of July 1, 2015 to June 30, 2016.

The floor opened for nominations for the position of Secretary.

Marguerite Barone made a motion to nominate Carol Paulsen for secretary of the Sachem Public Library Board of Trustees for the period of July 1, 2015 to June 30, 2016. Dennis Flavin seconded the motion. Motion carried unanimously.

Minutes

The minutes of the Regular Board meeting of June 15, 2015 were approved. (Winowitch, Flavin; unanimous)

The minutes of the Executive Session of the June 15, 2015 Board meeting were approved. (Paulsen, Barone; unanimous)

Payroll and Related Expenses

The Payroll and Related Expenses for June 2015 in the amount of \$464,103.18 was approved. (Barone, Winowitch; unanimous)

Warrant #42 dated June 4, 2015 in the amount of \$13,961.37 was approved. (Flavin, Paulsen; unanimous)

Warrant #43 dated June 18, 2015 in the amount of \$102,377.24 was approved. (Barone, Winowitch; unanimous)

Payroll Summary

The June 2015 Payroll Summary was approved. (Barone, Winowitch; unanimous)

Treasurer's Report

The Treasurer's Report for June 2015 in the amount of \$5,514,540.38 was approved. (Paulsen, Barone; unanimous)

Schedule of Bills

Trustee Diane Longo reviewed the July 20, 2015 Schedule of Bills before being presented to the Board for their approval.

The July 20, 2015 Schedule of Bills, Warrant #1 in the amount of \$348,942.89 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:

The summer has been very busy. The first Friday evening outdoor concert featured *Six Guns* and had over 635 patrons in attendance. Suffolk County Legislator William Lindsay, III has generously supported the Library's summer concert series.

Technical Services staff is working through the challenges of new processing procedures with major vendors supplying books and DVDs.

Suffolk Libraries has launched a new media marketing campaign that is running two spots on Cable TV and three spots on radio. This campaign highlights county-wide library services such as downloadables and temporary online library cards, and will run between July 1st and August 30th.

Mrs. Willner has been approved as a member of the Board of Directors of the Child Care Council of Suffolk, Inc.

Mrs. Feitzinger reported on the Community Services Department defining staff functions and responsibilities. Community Services is a vital part of the Library that requires its own department, with staff who are specialists in programming, PR, graphic design and outreach. The Welcome Desk, which is the public face of the department, is a friendly and welcoming spot where patrons register and pay for programs and have their questions answered about our events and services.

Department Reports

The Board reviewed the department statistics with interest.

Conference Reports

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

Old Business

The Board approved the Revision of the Borrowing Guidelines. (Winowitch, Flavin; unanimous)

Mrs. Willner gave an update on ongoing building projects:

Mrs. Willner indicated the solar panels have been installed.

Mrs. Willner indicated that the Library received the last grant payment for the generator from the State.

The next project will be the installation of LED lighting in the parking lot. A meeting is scheduled with the engineer to develop a proposal for specs before going to bid.

New Business

The Board approved the Disposal of Equipment. (Winowitch, Flavin; 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 \$235.00 per hour. (Winowitch, Flavin; 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 \$240.00 per hour. (Paulsen, Barone; unanimous)

The director recommends the appointment of Nawrocki, Smith LLP as Library External Auditor for calendar year 2015 including 2015/2016 audit at a fee not to exceed \$14,750.00 in accordance with the engagement letter. A separate engagement letter may be issued covering any additional services or fees. (Winowitch, Flavin; unanimous)

On the director's recommendation the Board approved the appointment of Donald Fischer as Internal Auditor for 2015/2016 fiscal year at the rate of \$105.00 per hour. (Barone, Winowitch; 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)

The director recommends the appointment of Dona Giordano as recording secretary from July 1, 2015 to August 30, 2015 and Sandra Bartalis beginning September 8, 2015. (Winowitch, Flavin; unanimous)

On the director's recommendation, the Board approved the designation of The Bridgehampton National Bank, 2200 Montauk Hwy/PO Box 3005, Bridgehampton, NY 11932 and TD Bank, 155 Pinelawn Road, Melville, NY 11747, for savings, certificates of deposit, checking, and money market accounts. (Barone, Flavin; unanimous)

On the director's recommendation, the Board approved the following institutions as depositories of library funds for the purpose of investment: (1) The Bridgehampton National Bank (2) JP Morgan Chase Bank, NA (3) JP Morgan Chase Investment Services Corp., NA (4) The Bank of New York (5) Citibank, (6) TD Bank, (7) HSBC Bank USA, (8) Capital One, (9) United States Treasury. (Flavin, Winowitch; unanimous)

In accordance with the Procurement Policy, the Board appointed Board members, Dennis Flavin and Robert Winowitch, as authorized signers for the 2015/2016 fiscal year. (Barone, 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. (Winowitch, 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. (Paulsen, Winowitch; unanimous)

On the director's recommendation, the Board approved the appointment of Denise Scarbeck and Virginia Pfeifer as Innovative Coordinators each receiving a \$1,000.00 stipend. (Flavin, Barone; animous)

On the director's recommendation, the Board approved the monthly reimbursement to the Head Custodian Robert Downs, Director of IT Robert Buchenhain and Network and Systems Technician Christopher Krause in the amount of \$50.00 each in consideration of their use of their personal cell phones during business hours and for after-hours contact and emergency recall. (Winowitch, Flavin; unanimous)

The Board approved the designated Bills Paid Out of Schedule for 2015/2016. (Winowitch, Barone; unanimous)

The Board approved for 2015/2016 payment to the Long Island Railroad be paid with payroll. (Winowitch, Flavin; unanimous)

The Board reviewed the updated Organizational Chart.

Mrs. Willner gave an update on negotiations for the Custodial Contractual Unit and asked the Board for guidance.

The Board adjourned to Executive Session at 8:20 p.m. to discuss the Personnel Report. (Longo, Winowitch; unanimous)

Regular Session resumed at 9:24 p.m.

The Personnel Report was approved. (Longo, Barone; unanimous)

The Suffolk County Legislative Breakfast will be held on Friday, September 18, 2015 at Comsewogue Public Library.

The PLDA Golf Outing and Banquet Dinner will be held on Thursday, September 24, 2015.

The next Board of Trustees Meeting will be held on Monday, August 17, 2015 at 7 p.m.

Correspondence

A letter of retirement was received from Judith Willner, Library Director.

Adjournment

The meeting adjourned at 9:25 p.m.

Respectfully submitted,

Carol Paulsen