

**SACHEM PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
JULY 21, 2014  
7:00 P.M.**

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

The meeting was called to order at 7:00 p.m.

The meeting began with the salute to the flag.

Carol Paulsen was sworn in at an earlier date as an elected trustee for a five-year term from July 1, 2014 to June 30, 2019.

Public Participation: Therese Madonia addressed the Board and spoke about her love of the Library and its browsing collection and expressed her desire that the Library book collections continue to be the Library's main focus.

The rotation of officers was recognized with Robert Winowitch named as President for the period of July 1, 2014 to June 30, 2015 and Diane Longo named as Vice President for the period of July 1, 2014 to June 30, 2015.

The floor opened for nominations for the position of Secretary.

Carol Paulsen made a motion to nominate Marguerite Barone for secretary of the Sachem Public Library Board of Trustees for the period of July 1, 2014 to June 30, 2015. Dennis Flavin seconded the motion. Motion carried unanimously.

**Minutes**

The minutes of the Regular Board meeting of June 16, 2014 were approved. (Barone, Flavin; unanimous)

The minutes of the Executive Session of the June 16, 2014 Board meeting were approved. (Paulsen, Longo; unanimous)

**Payroll and Related Expenses**

The Payroll and Related Expenses for June 2014 in the amount of \$489,467.25 was approved. (Longo, Barone; unanimous)

Warrant #43 dated June 5, 2014 in the amount of \$12,569.02 was approved. (Barone, Longo; unanimous)

Warrant #45 dated June 19, 2014 in the amount of \$93,601.20 was approved. (Flavin, Longo; unanimous)

**Payroll Summary**

The June, 2014 Payroll Summary was approved. (Longo, Paulsen; unanimous)

## **Treasurer's Report**

The Treasurer's Report for June 2014 in the amount of \$5,782,061.50 was approved. (Flavin, Longo; unanimous)

## **Schedule of Bills**

Trustee, Diane Longo, reviewed the July 21, 2014 Schedule of Bills before being presented to the Board for their approval.

The July 21, 2014 Schedule of Bills, Warrant #1 in the amount of \$327,882.33 was approved. (Paulsen, Flavin; unanimous)

## **Administrator's Reports**

The Board reviewed the director's report with interest.

To her report, Mrs. Willner added the following:

The Library will be having a farewell reception for the community on Saturday, September 13, 2014 in Inside/Out (inside if weather is inclement) to honor—Carol Brand, Assistant Library Director; Alan Schelp, Librarian III and Head of Electronic Services; and Susan Tychnowicz, Librarian III and Head of Teen Services—in their retirement.

There will be a staff celebration on Monday, August 11, 2014 from 12 noon to 2 p.m. to honor the eleven staff members who are retiring or separating from service.

The Summer has been very busy. The first outdoor concert had over 800 patrons in attendance.

We currently have a 3D printer on loan from SCLS for two weeks: one week in Teens and the second week in Children's. Some staff members will be attending a training program at SCLS on how to maximize use of a 3D printer.

Senator Flanagan has donated \$10,000.00 in bullet aid for the Library.

The implementation of the new loan rules on July 9, 2014 has been smooth.

Mrs. Brand gave a statistical review of gaming in Adult, Children's and Teen's. In the past year, over 1,200 patrons have played games in our meeting rooms. Children's has attracted over 450 children with their game programs. Mrs. Brand indicated that it seems board game popularity has not waned; even with the prevalence of video games and gaming apps.

## **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**

Mrs. Willner gave an update on building projects and on the upper stack area renovation:

Mrs. Willner indicated that in the upper mezzanine, the new carpeting has been laid, delineating two distinct spaces: one for quiet independent study, the other, for collaborative study. Mrs. Willner spoke with space-planner, Kim Bolan on Friday to discuss further design revisions. We should receive additional samples in a few days. When the furniture proposals are finalized the Board will need to meet in special session to approve these expenditures. We are hoping to have the furniture in place by early October.

Mrs. Willner indicated that we are still waiting for the acoustical ceiling project in the Rotunda to begin.

### New Business

The Board approved the Disposal of Equipment. (Flavin, Paulsen; 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. (Longo, 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. (Barone, Flavin; unanimous)

On the director's recommendation the Board approved the appointment of Donald Fischer as Internal Auditor for 2014/2015 fiscal year at the rate of \$105.00 per hour. (Flavin, Longo; 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, Paulsen; unanimous)

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

An RFP for External Auditing Services will be published in September.

In accordance with the Procurement Policy, the Board appointed Board members, Dennis Flavin and Carol Paulsen, as authorized signers for the 2014/2015 fiscal year. (Longo, 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. (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. (Paulsen, Longo; 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. (Longo, Flavin; unanimous)

The Board approved the designated Bills Paid Out of Schedule for 2014/2015. (Flavin, Barone; unanimous)

The Board approved for 2014/2015 payment to the Long Island Railroad be paid with payroll. (Longo, Flavin; unanimous)

On the director's recommendation the Board accepted the proposal of Integrated Control Environmental, LLD, 55 Green Street, Hackensack, NJ 07601, in the amount of \$20,000.00 for the expansion of the HVAC control system for building operation under generator power. (Barone, Longo; unanimous)

The Board reviewed the updated Organizational Chart.

The Board adjourned to Executive Session at 8:27 p.m. (Paulsen, Flavin; unanimous)

Regular Session resumed at 9:22 p.m.

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

The Suffolk County Legislative Breakfast will be held on Friday, September 12, 2014 at South Huntington Public Library.

The PLDA Golf Outing, Wine Tour and Banquet Dinner will be held on Monday, October 6, 2014

The next Board of Trustees Meeting will be held on Monday, August 18, 2014 at 7 p.m.

### Correspondence

A letter of retirement was received from Carol Brand, Assistant Library Director, Administration.

A letter of retirement was received from Susan Tychnowicz, Librarian III, Teen Services.

A letter of retirement was received from Alan Schelp, Librarian III, Electronic Services.

A letter of retirement was received from John Dina, Custodial Worker II, Custodial Services.

A letter of retirement was received from Teresa Vecchio, Library Clerk, Circulation.

### Adjournment

The meeting adjourned at 9:23 p.m.

Respectfully submitted,

Marguerite Barone