

**SACHEM PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
AUGUST 17, 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, Judy Willner, Alicja Feitzinger, Dona Giordano and Sandra Bartalis.

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

The meeting began with the salute to the flag.

Public Participation: None

Minutes

The minutes of the Board meeting of July 20, 2015 were approved. (Paulsen, Barone; unanimous)

The minutes of Executive Session of July 20, 2015 were approved. (Flavin, Barone; unanimous)

The minutes of Executive Session of August 3, 2015 were approved. (Winowitch, Flavin; unanimous)

The minutes of Executive Session of August 6, 2015 were approved. (Barone, Paulsen; unanimous)

The minutes of Executive Session of August 10, 2015 were approved. (Flavin, Winowitch; unanimous)

The minutes of Executive Session of August 11, 2015 were approved. (Winowitch, Flavin; unanimous)

Payroll and Related Expenses

The Payroll and Related Expenses for July, 2015 in the amount of \$712,605.69 was approved. (Barone, Flavin; unanimous)

Warrant #2 dated July 2, 2015 in the amount of \$18,006.80 was approved. (Winowitch, Flavin; unanimous)

Warrant #3 dated July 16, 2015 in the amount of \$113,414.36 was approved. (Flavin, Barone; unanimous)

Warrant #5 dated July 30, 2015 in the amount of \$19,583.48 was approved. (Flavin, Winowitch; unanimous)

Warrant #7 dated July 1, 2015 in the amount of \$9,755.70 was approved. (Barone, Flavin; unanimous)

Payroll Summary

The July, 2015 Payroll Summary was approved. (Flavin, Barone; unanimous)

Treasurer's Report

The Treasurer's Report for July, 2015 in the amount of \$5,272,463.09 was approved. (Winowitch, Paulsen; unanimous)

Schedule of Bills

Trustee, Diane Longo, reviewed the August 17, 2015 Schedule of Bills before being presented to the Board for their approval.

The August 17, 2015 Schedule of Bills, Warrant #4, in the amount of \$177,406.63 was approved. (Flavin, Paulsen; unanimous)

Administrative Reports

The Board reviewed the director's report with interest.

To her report, Mrs. Willner added the following:

The Trustees workshop at SCLS Meeting will be in November; more information to follow in September. This summer at the Library has been very busy. The Summer Reading Clubs are coming to an end. Community Service's final Summer Outdoor Concert, BonJourney, attracted more than 1,000 people. Mr. Winowitch inquired if there was any feedback from the public about the media marketing campaign that is running two spots on Cable TV and three spots on radio. Mrs. Willner stated a boost in temporary library cards may have been an indication on the outreach the media has played on the public. The Library's 100 year anniversary is approaching. The committee is planning on a theme for every month.

Mrs. Feitzinger defined the staff functions and responsibilities in the Circulation Department. This department has 34 staff members. When entering the Library this is the first desk patrons see and go to for checking out items, paying fines and picking up reserves. The staff is responsible for returns, renewals and fine collection. The Circulation Department handles interlibrary loans and manages the reserve list. At any given time there can be 6,000-7,000 items on hold. Mrs. Barone questioned how many community members come back to get the hold items. Mrs. Feitzinger will investigate the number of residents that retrieve the reserved items. The community is being introduced to a new optional service of self-pickup of reserved items.

Department Reports

The Board reviewed the department statistics with interest.

Old Business

Mrs. Willner gave an update on the building projects:
Solar panels are now operational and the generator is working properly.
Circulation has remodeled. The residents can enter behind the Circulation Desk to gain access to the reserved items. The periodical section has been revamped and new carpeting has been installed.

Mrs. Willner gave an update on negotiations with the Custodial Contractual Unit.

New Business

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

On the director's recommendation the Board approved the purchase of AV equipment for Community Room C from Advar Video Hi-Tech Corp., 125 Gazza Blvd., Farmingdale NY 11735, in the amount of \$14,000.79. (Winowitch, Barone; unanimous)

On the director's recommendation the Board approved the purchase of installation of carpeting from Baer's Rug & Linoleum Co., Inc., 275-A Edison Avenue, West Babylon, NY 11704, in the amount of \$11,881.44. This purchase is being made under NJPA Contract pricing. The carpeting, which is the same as the Miliken pattern used in Community Rooms A and B, will replace the carpeting in Community Room C. (Winowitch, Flavin; unanimous)

On the director's recommendation the Board approved the purchase from Central Business Systems, 1219 Walt Whitman Road, Melville, NY 11747 in the amount of \$20,112.00 of a high speed copier. This purchase is being made under New York State Contract pricing. The copier, which will be for staff use, will replace an outdated model. That will be discarded. (Flavin, Barone; unanimous)

On the director's recommendation the Board approved the purchase of 15 Lenovo Yoga 3 laptop computers from Bestbuy.com at a total cost of \$11,999.00. These laptops were budgeted for 2015/2016 and will be used by all public service departments for instructional classes. (Winowitch, Barone; unanimous)

The Board approved the Personnel Report with the addendum. (Flavin, Barone; unanimous)

The next Board Meeting will be held on Monday, September 21, 2015 at 7:00 p.m.

Adjournment

The meeting was adjourned at 8:38 p.m.

Respectfully submitted,

Carol Paulsen