

**SACHEM PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
AUGUST 18, 2014
7:00 P.M.**

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

The meeting was called to order at 7:05 p.m.

The meeting began with the salute to the flag.

Public Participation: None

Guests: Lisa Kropp, Coordinator of Youth Services, and Derek Ivie, Teen Services Manager from SCLS – Presentation of Battle of the Books Champion Plaque
Retirees: Carol Brand; John Dina; Laurie Filstrup; Barbara Martin; Alan Schelp
Susan Tychnowicz; Teresa Vecchio

The Board joined Sachem Library's "When to We Get Our Snacks" team in accepting the champion plaque for winning first place in this year's Suffolk County Battle of the Books from Lisa Kropp, Coordinator of Youth Services, and Derek Ivie from the Suffolk Cooperative Library System.

The Board thanked retirees, Carol Brand, Assistant Library Director; John Dina, Custodial Worker II; Laurie Filstrup, Librarian I; Barbara Martin, Page; Alan Schelp, Librarian III and Head of Electronic Services; and Susan Tychnowicz and Head of Teen Services for their dedicated service and wished them well in their retirement. All retirees thanked the Board for their well wishes.

Minutes

The minutes of the Board meeting of July 21, 2014 were approved. (Paulsen; Longo; unanimous)

The minutes of Executive Session of July 21, 2014 were approved. (Longo, Flavin; unanimous)

Payroll and Related Expenses

The Payroll and Related Expenses for July, 2014 in the amount of \$742,862.63 was approved. (Flavin, Barone; unanimous)

Warrant #2 dated July 1, 2014 in the amount of \$9,441.00 was approved. (Longo, Paulsen; unanimous)

Warrant #3 dated July 3, 2014 in the amount of \$13,903.94 was approved. (Barone, Longo; unanimous)

Warrant #4 dated July 17, 2014 in the amount of \$93,492.60 was approved. (Flavin, Barone; unanimous)

Warrant #5 dated July 31, 2014 in the amount of \$24,913.62 was approved. (Paulsen, Longo; unanimous)

Payroll Summary

The July, 2014 Payroll Summary was approved. (Barone, Flavin; unanimous)

Treasurer's Report

The Treasurer's Report for July, 2014 in the amount of \$5,590,809.61 was approved. (Barone, Flavin; unanimous)

Schedule of Bills

Trustee, Diane Longo, reviewed the August 18, 2014 Schedule of Bills before being presented to the Board for their approval.

The August 18, 2014 Schedule of Bills, Warrant #6, in the amount of \$352,695.96 was approved. (Paulsen, Barone; unanimous)

Old Business

Mrs. Willner gave an update on the building projects:

Mrs. Willner indicated that the mobile in the lobby has been taken down and work continues on the installation of the acoustical ceiling. Slim Cooke will refurbish and reassemble the mobile in the Fall; no date has been scheduled.

The generator parts have all arrived and will be installed.

We are in the process of painting Community Room C.

Information on the furniture for the upper stack renovation was sent off to the vendors. We are awaiting bid package information from the vendors. Board approval will be needed once the bids are received.

We are working with John Tanzi and his team to design a solar voltaic array to submit as a proposal for a 2014 New York State Construction Grant.

The Board read and reviewed the proposed revisions to the Trustee By-Laws. Changes were discussed and will be incorporated into the Trustee By-Laws to be read and reviewed at the September Board meeting.

The Suffolk County Legislative Breakfast will be held on September 12, 2014 at 8:30 a.m. at the South Huntington Public Library. Trustees Robert Winowitch, Marguerite Barone, Dennis Flavin and Carol Paulsen will be attending.

New Business

The Board adjourned to Executive Session at 8:30 p.m. to discuss Personnel and the Personnel Report. (Barone, Winowitch; unanimous)

Regular Session resumed at 9:20 p.m.

The Board approved the Personnel Report and addendum. (Barone, Longo; unanimous)

On the director's recommendation the Board awarded a 3-year contract, November 1, 2014 to October 30, 2017, for two-color printing of the Library Newsletter, to Haig Graphic, Inc. 690 Old Willets Path, Hauppauge, NY 11788. Haig Graphic, Inc. was the lowest bidder.

On the director's recommendation the Board also accepted Haig Graphic, Inc.'s alternate bid for 4-color printing. Although the Library will continue to print the Newsletter in 2-color at this time, the acceptance of both main and alternate bids will provide the option to print in 4-color at any time within the contract period. (Flavin, Paulsen; unanimous)

On the director's recommendation the Board approved Price Capell & Associates, Inc., as the Library's insurance broker for fiscal year 2014/2015, based upon the assessment of Leonard R. Friedman Risk Management, Inc. (Paulsen, Winowitch, Longo, Barone; Flavin abstained)

On the director's recommendation the Board approved *SEORA Resolution No. 1, Lead Agency Designation* for proposed Energy Efficiency Project at the Sachem Public Library. (Longo, Flavin; unanimous)

On the director's recommendation the Board approved *SEORA Resolution No. 2, Type II Action* pursuant to 6 NYCRR §617.5(c)(2) and (8) of the implementing regulations of the State Environmental Quality Review Act, and will, therefore, by definition, have no significant adverse impact on the environment. (Barone, Paulsen; unanimous)

On the director's recommendation the Board approved the resolution for *Designation of Funds* as follows:

WHEREAS pursuant to an architectural/engineering proposal dated August 14, 2014 Sachem Public Library shall install a Photovoltaic System (Solar Panels) at 150 Holbrook Road Holbrook, NY; and

WHEREAS it is the intention of the Board of Trustees to utilize the Photovoltaic System (Solar Panels) to reduce the Library's dependency on external electrical sources and reduce the library's carbon footprint; and

WHEREAS the Board of Trustees wishes to designate and set aside the fund from which the purchase and installation expenses will be paid.

NOW THEREFORE, be it resolved that, subject to further resolution of the Board of Trustees, the cost of configuring, purchasing and installing a Photovoltaic System (Solar Panels) and other items that would increase the Library's energy self-sufficiency, shall be paid from the Building Alterations Line in the 2014/2015 Budget and/or the Fund Reserved for Equipment and Building Improvements. (Longo, Winowitch; unanimous)

On the director's recommendation the Board adopted the Library's application for a New York State Construction Grant and accompanying documents. (Longo, Barone; unanimous)

The next Board Meeting will be held on Monday, September 15, 2014 at 7:00 p.m.

Carol Paulsen informed the Board that she may not be available for the September Board Meeting and was formally excused.

Correspondence

A letter of retirement was received from Karen Filippone, Librarian I in Reference.

Adjournment

The meeting was adjourned at 9:41 p.m.

Respectfully submitted,

Marguerite Barone