

**SACHEM PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
SEPTEMBER 15, 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, Judith Willner and Dona Giordano.

Guests: David Tellier and Philip Marciano of Nawrocki, Smith LLP; Joanne Ortiz;
Alicja Feitzinger

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

The meeting began with the salute to the flag.

Carol Paulsen informed the trustees that she would not be available for the September 15, 2014 Board meeting and was formally excused.

Public Participation: None

Mrs. Willner introduced Mr. Tellier of Nawrocki, Smith LLP to the Library Board of Trustees.

Mr. Tellier introduced himself as audit partner of Nawrocki, Smith LLP and Philip Marciano, the supervisor of the audit. Mr. Tellier reviewed the annual auditor's report for the 2013/2014 fiscal year and found everything in order and indicated that no audit adjustments were necessary. Mr. Tellier made his recommendations to the Library Board.

Mr. Tellier noted that the two recommendations of the prior year have been fully implemented.

Mr. Tellier thanked the Board and complimented Joanne Ortiz and the Administrative staff for their assistance and thorough preparation of the library audit.

The Board and Mrs. Willner thanked Mr. Tellier for spending the time to review the annual audit.

The Board also thanked Joanne Ortiz for her thorough preparation of the library audit.

Minutes

The minutes of the Board meeting of August 18, 2014 were approved. (Flavin, Barone; unanimous)

The minutes of Executive Session of August 18, 2014 were approved. (Longo, Flavin; unanimous)

The minutes of the Special Board meeting of August 25, 2014 was approved. (Flavin, Winowitch; unanimous)

Payroll and Related Expenses

The Payroll and Related Expenses Report for August 2014 in the amount of \$560,860.93 was approved. (Longo, Flavin; unanimous)

Warrant #7 dated August 14, 2014 in the amount of \$87,308.52 was approved. (Longo, Barone; unanimous)

Warrant #9 dated August 28, 2014 in the amount of \$34,462.12 was approved. (Barone, Winowitch; unanimous)

The August 2014 Payroll Summary was approved. (Barone, Longo; unanimous)

Treasurer's Report

The Treasurer's Report for August 2014 in the amount of \$5,486,382.17 was approved. (Longo, Flavin; unanimous)

Schedule of Bills

Trustee, Dennis Flavin, reviewed the September 15, 2014 Schedule of Bills before being presented to the Board for their approval.

The September 15, 2014 Schedule of Bills, Warrant #8, in the amount of \$166,656.66 was approved. (Longo, Flavin; unanimous)

Director's Report

The Board reviewed the Director's Report with interest.

To her report, Mrs. Willner added the following:

The work on the expansion of the capacity of the Library generator continues, and the acoustical ceiling installation has been completed. Some punch list items are being discussed.

It was a busy Summer. The Summer Reading Clubs attracted almost 3,650 children, teens and adults.

The Library insurance policy now includes coverage against losses from potential security breaches/cyber attacks.

Department Reports

The Board reviewed the department statistics with interest.

Internal Auditor's Report

The Board reviewed the Internal Auditor's Report.

Old Business

A second reading of the revisions to the By-Laws of the Sachem Public Library was read aloud. The Board will approve the revised By-Laws at the October 20, 2014 Board of Trustees Meeting.

Mrs. Willner gave an update on the building projects.

Mrs. Willner presented to the Board a resolution that clarifies the Board's intent on the purchase of furniture for the twenties/thirties area renovation.

On the director's recommendation the Board approved a resolution pursuant to General Municipal Law, Section 103(5) to seek competitive bids for furniture for the 20s and 30s area that, for reasons of efficiency and design coordination and upon the recommendation of the library's space planner, must be limited to items conforming to the design specifications of the library's space planner and from the vendors Steelcase and ABF (USA). (Flavin, Barone; unanimous)

New Business

The Board reviewed the Employee Assistance Program (EAP) Report.

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

On the director's recommendation the Board approved the purchase of 28 Lenovo PCs at a total cost of \$18,704.00. These computers were approved in the 2014/2015 budget as part of the Computer Equipment budget line. They are being purchased under New York State contract pricing. (Flavin, Barone; unanimous)

On the director's recommendation the Board accepted and approved the proposed amendments to the SCLS Resource Sharing Code as outlined in the memorandum dated September 9, 2014. (Barone, Flavin; unanimous)

There was a discussion on personnel issues in open session.

There will be a caucus to nominate an SCLS Trustee on Monday, October 20, 2014 at 6:45 p.m. at Sachem Public Library.

The Annual Trustee Workshop will be held on Thursday, October 30, 2014 at SCLS from 6:30 to 9 p.m. The featured speaker will be Jamie LaRue who is the retired director of Douglas County Libraries in Colorado. Mr. LaRue will discuss library policies, policy development, and offer some practical suggestions for policies on emerging library issues.

The next Board Meeting will be held on Monday, October 20, 2014 at 7:00 p.m.

Correspondence

A letter was received from Kevin Verbesey, Director, Suffolk Cooperative Library System, announcing that a meeting will be held at the Sachem Public Library on October 20, 2014 at 6:45 p.m. to caucus and nominate a Trustee to serve on the System Board to fill a term which runs from January 1, 2015 through December 31, 2017.

Adjournment

The meeting was adjourned at 9:15 p.m.

Respectfully submitted,

Marguerite Barone