

**SACHEM PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
SEPTEMBER 16, 2013  
7:00 P.M.**

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

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

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

The meeting began with the salute to the flag.

Dennis Flavin asked for a moment of silence for the Washington Navy Yard victims.

Robert Winowitch informed the trustees that he would not be available for the September 16, 2013 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 2012/2013 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 July 15, 2013 were approved. (Barone, Paulsen; unanimous)

The minutes of the Special Board meeting of August 26, 2013 was approved. (Longo, Barone; unanimous)

There was no regular Board meeting in the month of August, 2013.

### **Payroll and Related Expenses**

The Payroll and Related Expenses for July 2013 in the amount of \$516,578.47 was approved. (Longo, Paulsen; unanimous)

Warrant #1 dated July 1, 2013 in the amount of \$10,699.80 was approved. (Barone, Longo; unanimous)

Warrant #3 dated July 4, 2013 in the amount of \$17,118.69 was approved. (Paulsen, Longo; unanimous)

Warrant #6 dated July 18, 2013 in the amount of \$91,063.19 was approved. (Barone, Longo; unanimous)

The Payroll Summary for July 2013 was approved. (Paulsen, Barone; unanimous)

The Payroll and Related Expenses for August 2013 in the amount of \$695,758.03 was approved. (Barone, Paulsen; unanimous)

Warrant #7 dated August 1, 2013 in the amount of \$17,578.00 was approved. (Longo, Paulsen; unanimous)

Warrant #8 dated August 15, 2013 in the amount of \$82,103.75 was approved. (Paulsen, Barone; unanimous)

Warrant #10 dated August 29, 2013 in the amount of \$33,439.30 was approved. (Longo, Paulsen; unanimous)

The August 2013 Payroll Summary was approved. (Longo, Barone; unanimous)

### **Treasurer's Report**

The Treasurer's Report for July 2013 in the amount of \$6,070,555.59 was approved. (Barone, Paulsen; unanimous)

The Treasurer's Report for August 2013 in the amount of \$5,929,120.88 was approved. (Longo, Paulsen; unanimous)

### **Schedule of Bills**

Trustee, Diane Longo, reviewed the August 19, 2013 Schedule of Bills before being presented to the Board for their approval.

The August 19, 2013 Schedule of Bills, Warrant #5, in the amount of \$261,937.42 was approved. (Longo, Barone; unanimous)

Trustee, Dennis Flavin, reviewed the September 16, 2013 Schedule of Bills before being presented to the Board for their approval.

The September 16, 2013 Schedule of Bills, Warrant #11, in the amount of \$105,492.91 was approved. (Longo, Paulsen; unanimous)

### **Administrator's Reports**

The Board reviewed each of the administrator's reports with interest.

To her report, Mrs. Willner added the following:

It was a busy Summer. The Summer Reading Clubs attracted almost 3,500 children, teens and adults.

The end of the Summer brought the successful Ribbon Cutting Ceremony for the Children's newly renovated room.

On September 9<sup>th</sup> space planner, Kim Cullin, met with Judy Willner, Carol Brand and staff from Circulation, Reference and Community Services to explore possible renovation ideas for the public service area that will help enhance the library's consumer experience.

On October 22, 2013 there will be a Baker and Taylor Showcase at the Library. This will be an all-day event which will include many workshops for librarians throughout Long Island.

Sachem Library will be hosting Adriana Trigiani's author event at Sachem High School East auditorium on December 2, 2013. This event will be open to all public.

We join the community in mourning the loss of our dear friend, Suffolk County Legislator Bill Lindsay. We will miss him.

Mrs. Brand gave a report on August statistics received from a survey of questions from seven different service desks and the phone in the Circulation Office. Mrs. Brand broke down each category, but in all there was a total of 32,600 questions answered during the month of August.

### **Department Reports**

The Board reviewed the department statistics with interest.

### **Internal Auditor's Report**

The Board reviewed the Internal Auditor's Report.

### **Old Business**

The Board approved the revised Public Behavior Policy in the Library Policy. (Barone, Longo; unanimous)

The Board approved the revised Smoke-Free Workplace Policy. (Longo, Barone; unanimous)

Mrs. Willner gave an update on contract negotiations with the Full-time Professional Unit, Full-time Clerical Unit and the Part-time Clerical/Page Unit, and asked the Board for their guidance.

### **New Business**

The Board reviewed the Employee Assistance Program (EAP) Report. Mrs. Brand gave a recap of the report.

The Board approved the attendance of Susan Tychnowicz, Lisa Stevens and Judy Willner at the biannual Public Library Association Conference in Indianapolis, March 11-15, 2014. (Paulsen, Longo; unanimous)

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

The Board approved the Personnel Report. (Barone, Paulsen; unanimous)

Mrs. Willner indicated that the Library would be opening up the Brick purchase program for a limited time. Due to material and installation increases, the Board agreed the purchase price of a brick would be increased to \$100.00. Bricks will be installed in time for holiday giving.

There was a discussion on the necessity of patrons establishing a Pin/Password for use of the Self-Check. The Board agreed that a Pin/Password was necessary for security purposes when using the Self-Check.

As a reminder the Suffolk County Legislative Breakfast will be held on Friday, September 20, 2013, at the Bayshore-Brightwaters Library.

The Annual Trustee Workshop will be held on Thursday, October 10, 2013 at SCLS from 6:30 to 9 p.m. The featured speaker will be Garry Golden who is an academically trained Futurist who speaks and consults on issues shaping society and business in the 21<sup>st</sup> Century.

The next Board Meeting will be held on Monday, October 21, 2013 at 7:00 p.m.

### **Adjournment**

The meeting was adjourned at 8:47 p.m.

Respectfully submitted,

Diane Longo