

**SACHEM PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
SEPTEMBER 19, 2011
7:00 P.M.**

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

Guests: Michael Nawrocki and Nikki Sheridan of Nawrocki, Smith LLP; Joanne Ortiz

The meeting was called to order at 7:01 p.m.

The meeting began with the salute to the flag.

Public Participation: None

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

Mr. Nawrocki introduced Nikki Sheridan the supervisor of the audit and reviewed the annual auditor's report for the 2010/2011 fiscal year and found everything in order and indicated that no audit adjustments were necessary. Mr. Nawrocki made his recommendations to the Library Board.

Of the three recommendations of the prior year, Mr. Nawrocki noted that two had been implemented and one is in the process of being implemented.

Mr. Nawrocki thanked the Board and complimented Joanne Ortiz and the Administrative staff for their assistance and thorough preparation of the library audit. Mr. Nawrocki also commended Mr. Fischer, the Library Internal Auditor, for his excellent work.

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

Marguerite Barone and Mrs. Willner also thanked Joanne Ortiz and the Administrative Staff for doing an outstanding job.

Minutes

The minutes of the Board meeting of July 18, 2011 were approved. (Longo, Paulsen; unanimous)

The minutes of Executive Session of the July 18, 2011 Board meeting were approved. (Winowitch, Longo; unanimous)

Payroll and Related Expenses

The Payroll and Related Expenses for July 2011 in the amount of \$517,013.31 was approved. (Paulsen, Flavin; unanimous)

Warrant #2 dated July 1, 2011 in the amount of \$9,832.80 was approved. (Longo, Winowitch; unanimous)

Warrant #3 dated July 7, 2011 in the amount of \$9,662.48 was approved. (Paulsen Winowitch; unanimous)

Warrant #4 dated July 21, 2011 in the amount of \$87,184.14 was approved. (Flavin, Longo; unanimous)

The Payroll and Related Expenses for August 2011 in the amount of \$499,682.79 was approved. (Winowitch, Paulsen; unanimous)

Warrant #6 dated August 4, 2011 in the amount of \$22,659.65 was approved. (Longo, Flavin; unanimous)

Warrant #8 dated August 18, 2011 in the amount of \$84,392.76 was approved. (Winowitch, Longo; unanimous)

Treasurer's Report

The Treasurer's Report for July 2011 in the amount of \$6,230,971.60 was approved. (Paulsen, Winowitch; unanimous)

The Treasurer's Report for August 2011 in the amount of \$6,346,349.06 was approved. (Flavin, Winowitch; unanimous)

Schedule of Bills

Trustee, Diane Longo, reviewed the August 15, 2011 Schedule of Bills before being presented to the Board for their approval.

The August 15, 2011 Schedule of Bills, Warrant #5, in the amount of \$186,592.56 was approved. (Paulsen, Winowitch; unanimous)

Trustee, Marguerite Barone, reviewed the September 19, 2011 Schedule of Bills before being presented to the Board for their approval.

The September 19, 2011 Schedule of Bills, Warrant #7, in the amount of \$207,110.77 was approved. (Flavin, Winowitch; unanimous)

Administrator's Reports

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

To her report, Mrs. Willner added the following:

The Library's renovation plans have received SED approval, and have now been submitted for consideration for a New York State Construction Grant.

A separate graph is now included in the Circulation Statistics for "Live-Brary Downloadable Circulation."

Judy gave a recap of the Fall Festival held on Saturday, September 17, 2011. Although attendance statistics were not available for the Board meeting, it is estimated that between 3,000 and 3,500 people attended the Fall Festival. The Board viewed pictures of the top five winning pumpkins from the pumpkin contest. One hundred pounds of food was collected for Long

Island Harvest. The winners of the two raffle baskets were Rosemarie Galeazzi and Joanna Freriks.

The Board and Mrs. Willner thanked Kelly Coates and the staff for doing an outstanding job on the festival.

Mrs. Brand reviewed the statistics on the library's EAP program. EAP is an employee benefit that offers counseling and referral services to the staff and their extended families. In addition, EAP offers a variety of staff workshops on pertinent issues.

Mrs. Brand also indicated that the library's EAP committee has expanded its role by also meeting on their own to discuss ways to help staff help themselves through committee run initiatives.

Department Reports

The Board reviewed the department statistics with interest.

Mrs. Willner indicated that there will be some upcoming changes to the Long Island Talking Books Program. Beginning in January, all materials will be sent from New York Public Library. Nassau and Suffolk will provide a new 800 number for patrons to place their requests. Our library is evaluating the need for additional service to these patrons.

There was a discussion on "downloadables."

Internal Auditor's Report

The Board reviewed the Internal Auditor's Report.

Old Business

Mrs. Willner gave a status report on building renovations. Mrs. Willner gave an overview of the changes to be made to shelving, seating, tables and new carpeting to be ordered. Mrs. Willner also demonstrated the lighting that will be implemented in the Teen Room.

On the director's recommendation the Board approved the adoption of the New York State Construction Grant Application. (Flavin; Winowitch unanimous)

The Board reapproved the Alcohol/Drug Free Workplace Policy with no revisions. (Longo, Flavin; unanimous)

The Board approved the ratification of the Part-Time Clerical/Page Unit contract. (Longo, Winowitch; unanimous)

New Business

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

Mrs. Willner indicated that a patron that was involved in the theft of DVD's from the Library has been informed that his Sachem Library privileges have been permanently revoked, effective August 8, 2011.

On the director's recommendation the Board approved as Restricted, funds reserved for Retirement Contributions, Capital Improvements, Technology, and Unemployment Insurance, in the total amount of \$1,445,000.00 retroactive to June 30, 2011. (Flavin, Winowitch; unanimous)

On the director's recommendation the Board approved an increase to the fund balance restricted for Capital Improvements from \$350,000.00 to \$520,000.00 retroactive to June 30, 2011. (Longo, Paulsen; unanimous)

On the director's recommendation the Board approved the reduction of the fund balance restricted for Technology from \$500,000.00 to \$200,000.00 retroactive to June 30, 2011. (Flavin, Winowitch; unanimous)

On the director's recommendation the Board approved to maintain the current restrictions of \$700,000.00 for Retirement Contributions, and of \$25,000.00 for Unemployment Insurance retroactive to June 30, 2011. (Paulsen, Winowitch; unanimous)

On the director's recommendation the Board approved an increase in the fund balance assigned for Encumbrances from \$84,000.00 to \$120,000.00 retroactive to June 30, 2011. (Longo, Flavin; unanimous)

On the director's recommendation the Board approved an increase in the fund balance assigned for the Ensuing Year's Budget from \$150,000.00 to \$400,000.00 retroactive to June 30, 2011. (Winowitch, Flavin; unanimous)

On the director's recommendation the Board approved to remove the designation of funds previously designated for Post-Employment Benefit Obligations in the amount of \$1,700,000.00 retroactive to June 30, 2011. (Longo, Winowitch; unanimous)

On the director's recommendation the Board approved for the year ending June 30, 2011, a Supplemental Appropriation of \$84,733.00 related to the New York State Dormitory Authority grant funding RFID expenditures. Although the need for this expenditure existed at the time of budget adoption, the ability to obtain partial funding was uncertain. (Flavin, Longo; unanimous)

The Board viewed the new Children's Play-away View product. Initially the Library has a small collection to test the View's durability.

The Board approved the Revised Borrowing Guidelines to include the new Play-away View product. (Longo, Flavin; unanimous)

The Annual Trustee Workshop will be held on Thursday, November 10, 2011 at SCLS from 6:30 to 9 p.m. The topic of the workshop is "Service Success." Trustees, Marguerite Barone, Carol Paulsen and Dennis Flavin will be attending and possibly Robert Winowitch.

The Board adjourned to Executive session at 9:20 p.m. to discuss the Personnel Report and personnel issues. (Paulsen, Longo; unanimous)

Regular session resumed at 9:53 p.m.

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

The next Board Meeting will be held on Monday, October 17, 2011 at 7:00 p.m.

Diane Longo informed the Board President, Marguerite Barone that she will not be available for the October 17, 2011 Board Meeting due to a prior obligation.

Due to recent problems with a bus trip registration, there was a discussion on changes to be made for future registrations.

Correspondence

A letter of thanks was received from the Animal Rescue Force, Inc.

Adjournment

The meeting was adjourned at 10:02 p.m.

Respectfully submitted,

Dennis Flavin