

**SACHEM PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
SEPTEMBER 19, 2012
7:00 P.M.**

The regular meeting of Sachem Public Library Board of Trustees was attended by Carol Paulsen, Dennis Flavin, Robert Winowitch, Marguerite Barone, Diane Longo, 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 7:05 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 2011/2012 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 indicated that the audit process has now gone paperless and commended Joanne Ortiz for the preparation in making everything electronically available for the Audit.

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.

Minutes

The minutes of the Board meeting of July 16, 2012 were approved. (Flavin, Barone; unanimous)

Payroll and Related Expenses

The Payroll and Related Expenses for July 2012 in the amount of \$517,130.07 was approved. (Longo, Flavin; unanimous)

Warrant #1 dated July 1, 2012 in the amount of \$10,489.50 was approved. (Barone, Winowitch; unanimous)

Warrant #3 dated July 5, 2012 in the amount of \$16,163.56 was approved. (Longo, Flavin; unanimous)

Warrant #5 dated July 19, 2012 in the amount of \$86,255.33 was approved. (Winowitch, Longo; unanimous)

The Payroll and Related Expenses for August 2012 in the amount of \$702,985.88 was approved. (Flavin, Longo; unanimous)

Warrant #6 dated August 2, 2012 in the amount of \$17,373.91 was approved. (Barone, Winowitch; unanimous)

Warrant #7 dated August 16, 2012 in the amount of \$80,124.48 was approved. (Longo, Barone; unanimous)

Warrant #9 dated August 30, 2012 in the amount of \$25,744.05 was approved. (Flavin, Winowitch; unanimous)

Treasurer's Report

The Treasurer's Report for July 2012 in the amount of \$5,934,967.41 was approved. (Longo, Winowitch; unanimous)

The Treasurer's Report for August 2012 in the amount of \$5,178,113.49 was approved. (Barone, Flavin; unanimous)

Schedule of Bills

Trustee, Robert Winowitch, reviewed the August 20, 2012 Schedule of Bills before being presented to the Board for their approval.

The August 20, 2012 Schedule of Bills, Warrant #4, in the amount of \$233,810.96 was approved. (Winowitch, Longo; unanimous)

Trustee, Marguerite Barone, reviewed the September 19, 2012 Schedule of Bills before being presented to the Board for their approval.

The September 19, 2012 Schedule of Bills, Warrant #8, in the amount of \$150,169.69 was approved. (Flavin, Longo; 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 alone boasted membership of 3,082 for Children's, 779 for Teens, and 646 for Adults.

Mrs. Willner, Mrs. Brand and Children's staff are working with Kim Bolan to develop preliminary renovation plans for Children's Services.

Senator Lee Zeldin has secured \$3,000.00 in unrestricted state aid for the Library.

LI Link is working beautifully.

Mrs. Brand reviewed the Children's Summer Reading Club statistics.

Department Reports

The Board reviewed the department statistics with interest.

Internal Auditor's Report

The Board reviewed the Internal Auditor's Report.

Old Business

Mrs. Willner reviewed with the Board preliminary plans for the renovations in Children's Services. Mrs. Willner reported that Children's staff discussed suggested room redesigns with space planner Kim Bolan.

The Board approved the Revised Borrowing Guidelines. (Longo, Winowitch; unanimous)

Mrs. Willner gave an update on contract negotiations with the Custodial Unit, and asked the Board for their guidance.

New Business

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

The Board approved the Disposal of Equipment disposed at Fiscal Year End 2011/2012. (Flavin, Winowitch; unanimous)

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

On the director's recommendation the Board awarded the 2-year contract for the printing of the Library Newsletter for the period of November 1, 2012 through October 30, 2014 to Corporate Color, Challenge Graphics Services, Inc. 22 Connor Lane, Deer Park, NY 11729. Corporate Color was the lowest bidder. (Barone, Flavin; unanimous)

On the director's recommendation the Board also approved Corporate Color, Challenge Graphics Services, 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 an issue in 4-color at any time within the contract period. (Longo, Winowitch; unanimous)

On the director's recommendation the Board approved the following two Supplemental Appropriations for the year ending June 30, 2012:

- (1) An Appropriation of \$31,436.00 for capital expenditures related to a grant received from the New York State Dormitory Authority in excess of \$117,000.00 included in the adopted Budget.

Although the need for this expenditure existed at the time of budget preparation, the full amount of funding was uncertain. (Barone, Flavin; unanimous)

- (2) An Appropriation of \$42,523.00 related to the New York State Construction grant, funding, in part, the renovation of the Teen Center. Once again although the need for this

expenditure existed at the time of the budget preparation, the ability to obtain any funding was unknown. (Longo, Winowitch; unanimous)

On the director's recommendation the Board approved the purchase of a new exterior materials return box at a total price of \$10,755.00. (Winowitch, Barone; unanimous)

The Board adjourned to Executive session at 9:10 p.m. to discuss the Personnel Report. (Barone, Winowitch; unanimous)

Regular session resumed at 9:45 p.m.

The Board approved the Personnel Report, including a Retirement Incentive for Full-Time Clerical and Professional Staff. (Winowitch, Barone; unanimous)

The Annual Trustee Workshop will be held on Thursday, November 15, 2012 at SCLS from 6:30 to 9 p.m. The topic of the workshop is "Future Proof." Library consultant and futurist Joan Frye Williams will discuss what tools are needed to "future proof" and fulfill the mission of libraries.

The Legislative Breakfast will be held Friday, September 21, 2012 at the Smithtown Library on North County Road, Smithtown.

The next Board Meeting will be held on Monday, October 15, 2012 at 7:00 p.m.

Adjournment

The meeting was adjourned at 9:52 p.m.

Respectfully submitted,

Robert Winowitch