

**SACHEM PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
SEPTEMBER 16, 2015
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, Robert Winowitch, Judith Willner, Alicja Feitzinger, and Sandra Bartalis

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

The meeting was called to order at 7:04 p.m.

The meeting began with the salute to the flag.

Public Participation: A community member addressed the board.

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 2014/2015 fiscal year and found everything in order.

Mr. Tellier made his recommendations to the Library Board.

Mr. Tellier noted that the 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 and Mrs. Willner also thanked Joanne Ortiz for her thorough preparation of the library audit.

Minutes

The minutes of the Board meeting of August 21, 2015 was approved. (Flavin, Barone; unanimous)

Payroll and Related Expenses

The Payroll and Related Expenses for August 2015 in the amount of \$516,332.50 was approved. (Winowitch, Paulsen; unanimous)

Warrant #6 dated August 13, 2015 in the amount of \$57,956.67 was approved. (Flavin, Barone; unanimous)

Warrant #9 dated August 27, 2015 in the amount of \$94,518.14 was approved. (Barone, Winowitch; unanimous)

The August 2015 Payroll Summary was approved. (Flavin, Winowitch; unanimous)

Treasurer's Report

The Treasurer's Report for August 2015 in the amount of \$5,417,559.98 was approved. (Longo, Barone; unanimous)

Schedule of Bills

Trustee Marguerite Barone reviewed the September 21, 2015 Schedule of Bills before being presented to the Board for their approval.

The September 21, 2015 Schedule of Bills, Warrant #8 in the amount of \$245,350.21 was approved. (Paulsen, Barone; 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 3,650 children, teens and adults. Staff increased outreach to the community by attending local fairs showing demonstrations of the library's downloadable services. The children's librarians set up a pop-up library at local areas like parks for residents checking out books and demonstrating how to retrieve downloadable items through the internet.

The Teen Battle of the Books was successful.

Outdoor concerts continue to increase in popularity. We have upgraded the AV system in Community Room C for live feed from Community Room A & B.

The library received a \$5,000 state grant from Senator Tom Croci.

Mrs. Feitzinger defined the staff functions and responsibilities in the Technical Services Department. The department consists of three staff members; one Senior Library Clerk and two Library Clerks. The department runs smoothly and efficiently despite the issues with two major vendors.

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 revision of Designated Space Policy. (Barone, Winowitch; unanimous)

New Business

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

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

The Board approved the Sachem Public Library Closings for 2015. (Paulsen, Winowitch; unanimous)

The Board accepted the Bid for LED/Parking Lot Lighting. (Winowitch, Barone; unanimous)

The Board approved the first Alternative Bid for LED/Parking Lot Lighting. (Flavin, Barone; unanimous)

The Board approved the second Alternative Bid for LED/Parking Lot Lighting. (Paulsen, Barone; unanimous)

The Board approved the third Alternative Bid for LED/Parking Lot Lighting. (Longo, Barone; unanimous)

The Board approved the fourth Alternative Bid for LED/Parking Lot Lighting. (Flavin, Paulsen; unanimous)

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

The PLDA Golf Fundraiser and Dinner will be held on September 24, 2015 at Great Rock Country Club in Wading River, New York.

The Annual Trustee Workshop at SCLS will be held on Tuesday, November 10, 2015.

The SCLS Annual Meeting will be held on Wednesday, December 2, 2015

The next Board Meeting will be held on Monday, October 19, 2015 at 7:00 p.m.

Correspondence

The library received a letter from Senator Thomas D. Croci granting and additional \$5,000 of New York state aide.

A letter from Lorraine & Donald Solt was reviewed by the Board with interest.

The Board adjourned to Executive Session at 9:02 p.m. to discuss the Custodial Unit Negotiations. (Longo, Paulsen; unanimous)

Regular Session resumed at 9:25 p.m.

Adjournment

The meeting was adjourned at 9:26 p.m.

Respectfully submitted,

Carol Paulsen