

**SACHEM PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
OCTOBER 17, 2011
7:00 P.M.**

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

Guest: Harold G. Trabold, President, Suffolk Cooperation Library System Board of Trustees

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

The meeting began with the salute to the flag.

Public Participation: None

Marguerite Barone, Board President, indicated that trustee, Diane Longo, notified her that she would not be able to attend this meeting and Mrs. Barone formally excused her.

Minutes

The minutes of the Board meeting of September 19, 2011 were approved. (Winowitch, Paulsen; unanimous)

The minutes of Executive Session of the September 19, 2011 Board meeting were approved. (Paulsen, Winowitch; unanimous)

Payroll and Related Expenses

The Payroll and Related Expenses for September 2011 in the amount of \$722,835.85 was approved. (Flavin, Paulsen; unanimous)

Warrant #9 dated September 1, 2011 in the amount of \$11,075.01 was approved. (Paulsen, Winowitch; unanimous)

Warrant #10 dated September 15, 2011 in the amount of \$87,010.19 was approved. (Flavin, Winowitch; unanimous)

Warrant #12 dated September 29, 2011 in the amount of \$28,926.69 was approved. (Winowitch, Paulsen; unanimous)

Treasurer's Report

The Treasurer's Report for September 2011 in the amount of \$6,181,702.89 was approved. (Paulsen, Flavin; unanimous)

Next month the Revised Budget Status Report for June 30, 2011 will be included in the packet and will reflect approved Fund Balance changes.

Schedule of Bills

Trustee, Carol Paulsen, reviewed the October 17, 2011 Schedule of Bills before being presented to the Board for their approval.

The October 17, 2011 Schedule of Bills, Warrant #11, in the amount of \$186,953.66 was approved. (Flavin, Winowitch; unanimous)

Administrator's Reports

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

Mrs. Willner added the following to her report:

The Library's New York State Construction Grant application was forwarded by SCLS to the Department of Education. The SCLS Construction Grant Committee recommended our library for a \$35,000.00 grant.

Mrs. Willner indicated this year's Fall Festival was a tremendous success with attendance at an all time high of 3,250. Forty-three new library cards and additional 100 cards were renewed.

Interest in e-books has increased dramatically since the addition of the Kindle Journal. Reference staff has been busy instructing residents on downloading to e-books.

Congratulations to Children's Services on becoming an official Mother's Center Satellite.

Mrs. Brand reviewed the statistics on the library's downloadable material comparing the statistics beginning in 2008 to the present time.

Department Reports

The Board reviewed the department statistics with interest. Mr. Flavin commented on the continuing trend of lower circulation statistics. Mrs. Willner indicated that circulation statistics from downloadables were shown in a separate chart.

Old Business

Mrs. Willner gave a status report on the building renovations. Great progress has been made on the Teen Room—carpeting and furniture have been selected. The carpeting for the main floor still needs to be selected. The documents are being prepared to go out to bid.

The Board approved the Display and Exhibit Policy formerly the Exhibit/Display Policies and Procedures. (Flavin, Winowitch; unanimous)

New Business

The SCLS Draft 2012 Budget was presented to the Board for review. The Board will vote on the final version of this budget at the November Board meeting.

Mr. Harold Trabold, President of the SCLS Board indicated that the 2012 Library Member Support is projected to increase by 1.5%.

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

The Board approved the Sachem Public Library Closings for 2012. (Flavin, Winowitch; unanimous)

The Board approved the dates for the regular monthly meetings for 2012 and determination of rotation for monthly signing of bills. (Winowitch, Flavin; unanimous)

The Board adjourned to Executive session at 7:48 p.m. to discuss the Personnel Report. (Paulsen Flavin; unanimous)

Regular session resumed at 8:24 p.m.

The Personnel Report, including a Separation of Service Incentive to Part-Time Clerks and Pages was approved. (Winowitch, Flavin; unanimous)

The Holiday Staff Holiday Luncheon will be held on Wednesday, December 7, 2011 during the lunch hours, 12 to 1 p.m. and 1 to 2 p.m. Mrs. Barone, Mrs. Paulsen and Mr. Flavin indicated that they would attend. Mr. Winowitch indicated that he may attend.

The next regular Board Meeting will be held on Monday, November 21, 2011 at 7:00 p.m.

Adjournment

The meeting adjourned at 8:27 p.m.

Respectfully submitted,

Dennis Flavin