

**SACHEM PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
OCTOBER 21, 2013
7:00 P.M.**

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

The meeting was called to order at 7:09 p.m.

The meeting began with the salute to the flag.

Carol Paulsen informed the trustees at an earlier date that she would not be available for the October 21, 2013 Board meeting and was formally excused.

Public Participation: None

Minutes

The minutes of the Board meeting of September 16, 2013 were approved. (Barone, Longo; unanimous)

Payroll and Related Expenses

The Payroll and Related Expenses for September 2013 in the amount of \$506,349.15 was approved. (Winowitch, Longo; unanimous)

Warrant #12 dated September 12, 2013 in the amount of \$11,440.33 was approved. (Longo, Barone; unanimous)

Warrant #14 dated September 26, 2013 in the amount of \$105,116.52 was approved. (Barone, Winowitch; unanimous)

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

Treasurer's Report

The Treasurer's Report for September 2013 in the amount of \$6,109,411.01 was approved. (Winowitch, Longo; unanimous)

Schedule of Bills

Trustee, Marguerite Barone, reviewed the October 21, 2013 Schedule of Bills before being presented to the Board for their approval.

The October 21, 2013 Schedule of Bills, Warrant #13, in the amount of \$340,516.86 was approved. (Barone, Longo; unanimous)

Administrator's Reports

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

Mrs. Willner added the following to her report:

The PALS budget was approved at an executive board meeting. Mrs. Willner reviewed some possible future changes.

Mrs. Willner indicated this year's Fall Festival was a tremendous success with over 6,000 in attendance. Mrs. Willner thanked staff in all departments for making this a spectacular Fall Festival.

The SCLS Construction Grant Committee reviewed the Library's application for a New York State Construction grant. The committee recommended we receive \$60,000.00 to expand the utilization of our generator. The grant proposal has now been sent to Albany for final approval. Congratulations to John Cox for his meticulous work in completing the grant application.

Mrs. Willner indicated that there will be a Baker and Taylor Showcase at the Library tomorrow which will feature author Cynthia Voight.

Mrs. Brand reviewed the Library's statistics on WiFi usage. New software allows the Library to compile statistics on this usage. She gave a review of the number of logins and the busiest usage days.

Department Reports

The Board reviewed the department statistics with interest. The statistics report will be revisited in January 2014 for possible changes in reporting.

Conference Reports

The New York Library Association Conference reports were read. Mrs. Willner indicated that it was a good conference.

At a recent department head meeting conference attendees gave five minutes talks on what they learned from the conference.

Old Business

Mrs. Willner gave a status report on the web conference call with space planner, Kimberly Bolan, in regard to the renovation of the Circulation/ public service areas of the Library. Mrs. Willner will review the materials she received and will analyze the functions of the departments before going further.

Mrs. Willner gave an update on contract negotiations with the Part-Time Clerical/Page Unit and the Full-Time Professional contractual units.

The Board approved the ratification of the Full-Time Clerical Unit Contract. (Winowitch, Longo; unanimous)

New Business

The SCLS Draft 2014 Budget was presented to the Board for review. The Board will vote on the final version of this budget at the November Board meeting.

The proposed 2014 budget reflects a .59% increase in contribution from the Sachem Public Library for Member Library Support Services.

Mrs. Willner asked Library Board President and SCLS Trustee Dennis Flavin if he had anything to add to this information. Mr. Flavin indicated that there will be budget hearings at three different locations, Shelter Island Public Library, West Babylon Public Library and the Suffolk Cooperative Library System. He also indicated that the overall increase of the budget is 1.65%.

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

The Board approved the Sachem Public Library Closings for 2014. (Longo, Winowitch; unanimous)

The Board approved the dates for the regular monthly Board of Trustees meetings for 2014 and determination of rotation for monthly signing of bills. (Longo, Barone; unanimous)

The Board adjourned to Executive Session at 8:05 p.m. to discuss the Personnel Report. (Barone, Winowitch; unanimous)

Regular Session resumed at 8:13 p.m.

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

The Holiday Open House for Staff will be held on Thursday, December 5, 2013 during breaks and lunch hours.

The next regular Board Meeting will be held on Monday, November 18, 2013 at 7:00 p.m.

Adjournment

The meeting adjourned at 8:20 p.m.

Respectfully submitted,

Diane Longo