

**SACHEM PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
NOVEMBER 17, 2014  
7:00 P.M.**

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

The meeting was called to order at 7:18 p.m.

The meeting began with the salute to the flag.

Marguerite Barone informed the trustees that she would not be available for the November 17, 2014 Board meeting and was formally excused.

Public Participation: None

**Minutes**

The minutes of the Board meeting of October 20, 2014 were approved. (Flavin, Longo; unanimous)

The minutes of the SCLS Trustee Caucus of October 20, 2014 were approved. (Winowitch, Paulsen; unanimous)

**Payroll and Related Expenses**

The Payroll and Related Expenses for October 2014 in the amount of \$480,114.70 was approved. (Longo, Winowitch; unanimous)

Warrant #13 dated October 1, 2014 in the amount of \$9,441.00 was approved. (Paulsen, Flavin; unanimous)

Warrant #14 dated October 9, 2014 in the amount of \$10,707.83 was approved. (Winowitch, Longo; unanimous)

Warrant #16 dated October 23, 2014 in the amount of \$102,586.21 was approved. (Flavin, Paulsen; unanimous)

The Payroll Summary for October 2014 was approved. (Flavin, Paulsen; unanimous)

**Treasurer's Report**

The Treasurer's Report for October 2014 in the amount of \$5,494,994.99 was approved. (Winowitch, Longo; unanimous)

**Schedule of Bills**

Trustee, Carol Paulsen reviewed the November 17, 2014 Schedule of Bills before being presented to the Board for their approval.

The November 17, 2014 Schedule of Bills, Warrant #15, in the amount of \$221,722.78 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:

All furniture for the upper mezzanine should arrive by December 15, 2014.

We have begun working on the 2015/2016 Proposed Budget. Mrs. Willner asked for guidance from the Board. A budget committee will be selected at the December Board meeting.

Mrs. Willner, Mrs. Feitzinger and Mr. Cox attended a presentation at SCLS related to the new legislation on the "Tax Freeze." In June 2015 the Library must document how we plan to reduce costs by 1% through consolidation of services over each of the following three years. Libraries must not only come in at or below the tax levy, but it must also include 1% of identifiable savings through coordination with other municipal entities.

Sachem Library was acknowledged at the NYLA Conference as the winner of the 2014 Pied Piper Award for outstanding youth services programming for the State. Congratulations to Children's and Teen staff!

The Library received a \$10,000.00 New York State Bullet Aid Grant from Senator Flanagan.

Mrs. Willner noted that Sachem Public Library has been designated as a *Library Journal* three star Library.

Mrs. Feitzinger reported on the Library's Blood Drive Donations since June 2002. To Date in total, patrons and staff have donated 685 pints. The Library's next Blood Drive will be on Friday, November 28, 2014.

Mrs. Feitzinger reported that she met with several committees in the last month, including Wellness, EAP, Inclusion Committee and the De-Stress Week Committee.

She also reported that the Library's Wellness Committee designated October as *Walktober*. Fifteen staff members participated in this event.

This year's *Open Enrollment Fair* was very well attended. John Cox scheduled this event which was held on October 28, 2014. Representatives from the New York State Retirement System, 403(b) and 457(b), 529 plan providers and AFLAC were featured. Information about Flexible Spending, Premium Only Plan and the Employee Assistant Program was also provided to the staff.

### **Reports/Statistics**

The Board reviewed all the department statistics with interest.

A revised door count was included in the statistics.

### **Old Business**

The Board reviewed the proposed FY2015 SCLS Budget. The Library's Member Support will decrease by 2.70%.

The Board approved the proposed FY2015 SCLS operating budget. (Longo Flavin; unanimous)

Mrs. Willner gave a status report on the building renovations under Administrator's Reports.

**New Business**

The Board unanimously approved the election of Marguerite Barone as SCLS trustee. (Longo, Paulsen; unanimous)

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

On the director's recommendation the Board approved retroactively the attendance of Assistant Director Alicja Feitzinger at the annual conference of the New York Library Association (NYLA). This year's conference was held in Saratoga Springs, November 5 – 7, 2014. Mrs. Feitzinger attended the conference in lieu of former Assistant Director Carol Brand, whose attendance was approved by the Board on June 16, 2014. (Flavin, Winowitch; unanimous)

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

Upon the recommendation of the Director, the Board adopted a resolution recognizing the longstanding agreement and authorizing monthly reimbursement to the Head Custodian and Director of IT in the amount of \$50.00 in consideration of their use of their personal cell phones during business hours and for after-hours contact and emergency recall. (Winowitch, Longo; unanimous)

The Board reviewed the invitation to attend the SCLS Annual Meeting that is to be held on Wednesday, December 3, 2014 at 8:00 p.m.

As a reminder the Holiday Open House for Staff will be held on Wednesday, December 3, 2014 during breaks and lunch hours.

The next Board Meeting will be held on Monday, December 15, 2014 at 7:00 p.m.

**Adjournment**

The meeting was adjourned at 8:38 p.m.

Respectfully submitted,

Diane Longo