

**SACHEM PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
NOVEMBER 18, 2013  
7:00 P.M.**

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

The meeting was called to order at p.m.

The meeting began with the salute to the flag.

Diane Longo informed the trustees that she would not be available for the November 18, 2013 Board meeting and was formally excused.

Public Participation: None

**Minutes**

The minutes of the Board meeting of October 21, 2013 were approved. (Winowitch, Barone; unanimous)

The minutes of Executive Session of October 21, 2013 were approved. (Barone, Winowitch; unanimous)

**Payroll and Related Expenses**

The Payroll and Related Expenses for October 2013 in the amount of \$502,826.44 was approved. (Paulsen, Barone; unanimous)

Warrant #15 dated October 1, 2013 in the amount of \$10,385.10 was approved. (Barone, Winowitch; unanimous)

Warrant #16 dated October 10, 2013 in the amount of \$11,297.45 was approved. (Paulsen, Barone; unanimous)

Warrant #17 dated October 24, 2013 in the amount of \$95,568.22 was approved. (Winowitch, Paulsen; unanimous)

The Payroll Summary for October 2013 was approved. (Barone, Paulsen; unanimous)

**Treasurer's Report**

The Treasurer's Report for October 2013 in the amount of \$6,090,856.27 was approved. (Paulsen, Barone; unanimous)

**Schedule of Bills**

Trustee, Carol Paulsen reviewed the November 18, 2013 Schedule of Bills before being presented to the Board for their approval.

The November 18, 2013 Schedule of Bills, Warrant #18, in the amount of \$161,828.48 was approved. (Winowitch, Barone; unanimous)

### **Administrator's Reports**

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

Mrs. Willner added the following to her report:

We have begun working on the 2014/2015 Proposed Budget. Mrs. Willner asked for guidance from the Board. A budget committee will be selected at the December Board meeting.

Linda Overton, Head of Children's Services, has announced her retirement, effective January 4, 2014. We will all miss her. There will be a public reception for Mrs. Overton to wish her well in her retirement on Sunday, January 12, 2014 from 12:30 p.m. to 2:30 p.m. in the Children's Program Room.

Catherine Romanelli, Library Director from 1983 to 1996 passed away on October 29<sup>th</sup>. Mrs. Romanelli was a towering figure in the library community and set a high standard for all future directors to meet.

Mrs. Brand reviewed the statistics on the libraries newest downloadable non-book apps—Freegal and Zinio.

### **Department Reports**

The Board reviewed all the department statistics with interest.

### **Internal Auditor's Report**

The Board reviewed the Internal Auditor's Report.

### **Old Business**

The Board reviewed the proposed FY2014 SCLS Budget. The 2014 Budget reflects a .35% increase in contribution from the Schem Public Library for Member Library Support Services.

Mr. Flavin indicated that SCLS was able to decrease the amount payable from libraries for Member Support Services due to the projected reductions in downloadable media, e-Resources and other items leveling off.

The Board approved the proposed FY2014 SCLS operating budget. (Winowitch, Barone; unanimous)

Mrs. Willner indicated that we are awaiting final legal approval of the proposed revision of the Volunteer Policy and asked the Board to postpone discussion of the revision.

Mrs. Willner gave a status report on the building renovations for Circulation and Public Service area of the Library. Mrs. Willner indicated that there are still challenges that need to be worked out before we move forward. Mrs. Willner will meet with the department heads next week before speaking with space planner, Kimberly Bolan in December.

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

### **New Business**

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

The Board approved the attendance of Marybeth Kozikowski at the Association for Library Services to Children National Institute. The conference, themed "Expanding Our Worlds, Creating Community" will be held in Oakland, CA, September 18-20, 2014. (Paulsen, Winowitch; unanimous)

The Board approved an amended plan document for the Library's Flexible Spending Account, eliminating the annual grace period after 2013, and instituting a spending account carryover allowance, effective 2014. The Board directed the Library Director to execute such document when it becomes available and no later than December 31, 2013. (Barone, Winowitch; unanimous)

The Board adjourned to Executive session at 8:32 p.m. to discuss the Personnel Report and negotiations. (Winowitch, Barone; unanimous)

Regular session resumed at 9:00 p.m.

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

The Board reviewed the invitation to attend the SCLS Annual Meeting that is to be held on Wednesday, December 4, 2013 at 8:00 p.m.

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

The next Board Meeting will be held on Monday, December 16, 2013 at 7:00 p.m.

#### **Correspondence**

A letter of retirement was received from Linda Overton, Librarian III, Children's Services.

#### **Adjournment**

The meeting was adjourned at 9:05 p.m.

Respectfully submitted,

Robert Winowitch