

**SACHEM PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
NOVEMBER 19, 2012  
7:00 P.M.**

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

The meeting was called to order at 7:01 p.m.

The meeting began with the salute to the flag.

Public Participation: A district resident addressed the Board in regard to the district resident requirement for patrons and their guests on Library trips.

**Minutes**

The minutes of the Board meeting of October 15, 2012 were approved. (Winowitch, Barone; unanimous)

**Payroll and Related Expenses**

The Payroll and Related Expenses for October 2012 in the amount of \$509,921.87 was approved. (Longo, Barone; unanimous)

Warrant #12 dated October 1, 2012 in the amount of \$10,489.50 was approved. (Barone, Longo; unanimous)

Warrant #14 dated October 11, 2012 in the amount of \$16,353.51 was approved. (Longo, Winowitch; unanimous)

Warrant #16 dated October 25, 2012 in the amount of \$92,512.28 was approved. (Flavin, Barone; unanimous)

**Treasurer's Report**

The Treasurer's Report for October 2012 in the amount of \$6,191,494.70 was approved. (Longo, Winowitch; unanimous)

**Schedule of Bills**

Trustee, Dennis Flavin reviewed the November 19, 2012 Schedule of Bills before being presented to the Board for their approval.

The November 19, 2012 Schedule of Bills, Warrant #15, in the amount of \$143,293.48 was approved. (Longo, Barone; unanimous)

**Administrator's Reports**

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

Mrs. Willner added the following to her report:

Mrs. Willner indicated *Library Journal* has awarded Sachem Library national recognition as a three star library.

We have begun working on the 2013/2014 Proposed Budget. In January we will know what the cap is. Mrs. Willner asked for guidance from the Board. A budget committee will be selected at the December Board meeting.

Mrs. Brand spotlighted the statistics on accessing the Library through mobile devices. While our website usage in 2011 increased by 10%, our usage by mobile users increased by 200% to 16,118. That usage has nearly doubled again through October, 2012. So far this year, 31,051 visits to our webpage have been on mobile devices.

Mrs. Brand gave a presentation on Goggle's newest software called, Mapping the Indoors, to create a visual map of the Library for mobile device users. She also explained how the Reference department is placing bookmarks with QR codes directly in the stacks to market the downloading of classics from Project Gutenberg.

### **Department Reports**

The Board reviewed all the department statistics with interest.

### **Conference Reports**

The New York Library Association Conference reports were read. Only two staff members attended the NYLA Conference due to the storm.

The Association for Library Service to Children (ALSC) Conference reports were read.

### **Old Business**

The Board reviewed the proposed FY2013 SCLS operating budget. The overall proposed budget is down 2.6% from the draft presented last month.

The Board approved the proposed FY2013 SCLS operating budget. (Winowitch, Longo; unanimous)

The Board approved the Revised Technology Plan. (Longo Flavin; unanimous)

Mrs. Willner gave a status report on the building renovations for the revitalization of the Children's Room. Mrs. Willner indicated that progress was sidelined due to hurricane Sandy. We have received updated floor plans. We are approximately two weeks behind in progress.

Mrs. Willner gave an update on contract negotiations with the Custodial Unit.

Mrs. Willner indicated that the retirement incentive for full-time employees expired with no acceptors.

### **New Business**

The Board unanimously approved the election of Lisa Caselles as SCLS trustee. (Winowitch, Longo; unanimous)

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

The Board approved the following resolution:

**RESOLUTION AUTHORIZING NATURAL GAS PURCHASES UNDER COUNTY CONTRACTS BY THE SACHEM PUBLIC LIBRARY PURSUANT TO NEW YORK STATE AND COUNTY LAW**

**WHEREAS**, subdivision (3) of section 103 of Article 5-A of the General Municipal Law provides, in part, that:

“[i] ... any officer, board or agency of a political subdivision or of any district therein [is] authorized to make purchases of materials, equipment or supplies, ...

when available, through the county in which the political subdivision or district is located or through any county within the state subject to the rules established pursuant to subdivision two of section four hundred eight-a of the county law...;”

and

**WHEREAS**, subdivision (2) of section 408-a of the County Law provides that “the board of supervisors may, in the case of any purchase contract or any contract for services, other than services subject to article nine of the labor law, ... authorize the inclusion of a provision whereby purchases may be made or such services may be obtained under such contract by any political subdivision or fire company (as both are defined in section one hundred of the general municipal law) or district....;” and

**WHEREAS**, Suffolk County Resolution 921-2011 authorized political subdivisions and fire companies as defined by General Municipal Law § 100 to use County contracts to purchase natural gas; and

**WHEREAS**, it is the intention of the County to issue a request for proposals for a gas commodity price manager and a request for bids for the supply of natural gas, and after evaluation of the responses received, the County may award a contract to a natural gas price manager or a natural gas purveyor, or both; and

**WHEREAS**, it is the desire of the County to have political subdivisions and fire companies participate in the cooperative purchase of the natural gas commodity pursuant to GML § 103(3); County Law § 408-a and Suffolk County Resolution 921-2011; and

**WHEREAS**, the economic benefits resulting from a collaborative procurement effort and the combined purchasing needs of municipalities participating in the agreement benefits all taxpayers; and

**WHEREAS**, energy commodity market pricing is subject to frequent “real-time” (minute by minute) change based on free market conditions, and energy marketers will not guarantee pricing included in bid responses for more than a few hours after the official bid opening, therefore making it necessary for Suffolk County representatives to know with certainty which municipalities will participate in a gas purchase agreement and the respective consumption habits of all participants in order to properly evaluate a bid; and

**WHEREAS**, it is the desire of SACHEM Public Library to participate in the County’s request for proposals for a gas commodity price manager and the request for bids for the natural

gas commodity, and to satisfy its natural gas needs via cooperative purchases of the commodity pursuant to the terms and conditions of the natural gas purchase agreement awarded by the County; now therefore be it

**RESOLVED**, the Library Director and/or his/her designee(s) is hereby authorized, directed and empowered, to cooperate and participate in the County's request for proposals for a gas commodity price manager and the request for bids for the natural gas commodity, by supplying to the County all necessary information relating to the Sachem Public Library's natural gas consumption history and projected consumption needs and such other information as may be necessary for the County to develop complete requests for proposals or bids, or both; and it is further

**RESOLVED**, the Library Director and/or his/her designee(s) is hereby authorized, directed and empowered, to (i) utilize the services of the natural gas commodity price manager the County may retain to assist with the pricing and procurement of the natural gas commodity, and to (ii) commit to purchase and in fact purchase natural gas for the Sachem Public Library pursuant to the terms and conditions of any natural gas purchase agreement the County may award; and be it further

**RESOLVED**, the execution and delivery on behalf of and in the name of the Sachem Public Library by the Library Director and/or his/her designee(s) of such agreements, instruments and/or authorizations as may be contemplated by, or necessary or advisable to, consummate or otherwise give full effect to the transactions contemplated by this Resolution is hereby authorized and directed as the Library Director and/or his/her designee(s) may approve, and the execution and delivery of such agreements, instruments and/or authorizations shall be conclusive evidence of the approval, the authorization and the direction thereof by this the Board of Trustees of the Sachem Public Library. (Flavin, Barone; unanimous)

The Board reviewed the invitation to attend the SCLS Annual Meeting that is to be held on Wednesday, December 5, 2012 at 8:00 p.m.

As a reminder the Holiday Open House for Staff will be held on Wednesday, December 5, 2012 during breaks and lunch hours.

The next Board Meeting will be held on Monday, December 17, 2012 at 7:00 p.m.

**Adjournment**

The meeting was adjourned at 9:20 p.m.

Respectfully submitted,

Robert Winowitch