

**SACHEM PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
DECEMBER 15, 2014
7:00 P.M.**

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

The meeting was called to order at 7:08 p.m.

The meeting began with the salute to the flag.

Public Participation: None

Minutes

The minutes of the Board meeting of November 17, 2014 were approved. (Flavin, Winowitch; unanimous)

Payroll and Related Expenses

The Payroll and Related Expenses for November 2014 in the amount of \$1,448,802.15 was approved. (Paulsen, Barone; unanimous)

Warrant #17 dated November 6, 2014 in the amount of \$10,593.88 was approved. (Flavin, Longo; unanimous)

Warrant #19 dated November 20, 2014 in the amount of \$1,084,109.23 was approved. (Winowitch, Flavin; unanimous)

The Payroll Summary for November 2014 was approved. (Longo, Barone; unanimous)

Treasurer's Report

The Treasurer's Report for November, 2014 in the amount of \$4,645,370.94 was approved. (Flavin, Winowitch; unanimous)

Schedule of Bills

Trustee, Robert Winowitch, reviewed the December 15, 2014 Schedule of Bills before being presented to the Board for their approval.

The December 15, 2014 Schedule of Bills, Warrant #18, in the amount of \$90,416.86 was approved. (Paulsen, Flavin; unanimous)

Administrator's Reports

The Board reviewed the Administrator's Report with interest.

To her report Mrs. Willner added the following:

The first draft of the FY 2015/2016 budget is near completion. Mrs. Willner and Mrs. Feitzinger will meet with the Board Budget Committee to finalize the budget proposal. Mrs. Willner requested that two Board members be appointed to the budget committee in January. The selected Board Budget Committee, Robert Winowitch and Diane Longo, will be meeting with Mrs. Willner and Mrs. Feitzinger in the beginning of the New Year. Mrs. Willner will email the Committee with dates.

PALS transitioned to Sierra on Tuesday, December 9, 2014. Many thanks to our wonderful staff for taking this huge transition in stride.

The Friends of Sachem Library have once again donated \$5,000.00 in support of the *Museum Adventure* program. Mrs. Willner and Mrs. Feitzinger also attended a lovely holiday luncheon with the Friends of Sachem Library.

We will be adding a new collection of video games for teens and adults by the end of the month. This collection will be shelved in the upper mezzanine, next to our new collaborative area, *The Loft*.

Mrs. Feitzinger reported on the IT improvements including replacing the twenty-four public use computers and three staff computers with newer and faster machines and replacing the outdated smart board with a smart display unit.

Mrs. Feitzinger also reported on the November EAP workshops and events for staff. There was an EAP workshop on November 12, 2014 on *the Aggressive Nature of Bullying* and a large poster of "Thankful Thoughts" was displayed in the staff area encouraging employees to write their positive, thankful messages.

Mrs. Feitzinger indicated that the library will be using DialMyCalls services to disseminate information about the library emergency closings or delayed openings to staff. This service is very inexpensive and has been tested by other libraries.

Reports/Statistics

The Board reviewed all the department statistics with interest.

Internal Auditors Report

The Board reviewed the Internal Auditor's Report.

Conference Reports

The Board reviewed the New York Library Association (NYLA) Conference reports with interest. Mrs. Willner and Mrs. Feitzinger indicated that they enjoyed the conference.

Old Business

Mrs. Willner gave an update on the building renovations/projects. Mrs. Willner indicated that a large shipment of furniture will be delivered on Wednesday. The study carrels will be delivered in January.

Mrs. Willner also reported that the Men's restroom near the quiet study area in Reference will be renovated in January.

New Business

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

On the director's recommendation the Board approved the attendance of Alicja Feitzinger, Dana Mottola and Lauren Gilbert at the 30th Annual Computers in Libraries Conference, Washington, D.C., April 27 – 29, 2015. (Barone, Winowitch; unanimous)

On the director's recommendation the Board approved the attendance of Alicja Feitzinger, Lynne Kennedy, Amy Johnston, Lisa Stevens and Cara Perry at the annual American Library Association Conference to be held in San Francisco, CA June 25 – June 30, 2015. (Longo, Barone; unanimous)

On the director's recommendation the Board authorized the Director to commit the Library to participating in a coordinated order for telecommunication services at a base cost of no more than \$10,860.00 per year for a 5-year period beginning July 1, 2015. SCLS will represent libraries participating in this coordinated order, negotiating and signing the final contract with the vendor Lightower. (Winowitch, Longo; unanimous)

Librarian Jamie Edrich gave a presentation/overview on the Library's new Gaming Collection for teens and adults. Mr. Edrich will be curating this collection. This collection will circulate for 7 days, and will have an overdue fine of \$.50 per day. The material will not be available for Direct Access or Interlibrary loan and there will be a limit of two games per person at check out.

The Board adjourned to Executive Session at 8:25 p.m. for personnel. (Barone, Longo; unanimous)

Regular Session resumed at 8:50 p.m.

Library Advocacy Day will be held on, Wednesday, February 25, 2015 in Albany with a trustee training workshop on February 24, 2015. Mrs. Willner asked the trustees if they plan to attend. Dennis Flavin will attend. Marguerite Barone and Robert Winowitch will get back to Mrs. Willner before next month's Board of Trustees Meeting. Diane Longo and Carol Paulsen indicated that they will not be attending.

The next Board Meeting will be held on Tuesday, January 20, 2015 at 7:00 p.m.

Mrs. Paulsen informed the Board that she would not be able to attend the January 20, 2015 Board of Trustees Meeting.

Adjournment

The meeting adjourned at 8:55 p.m.

Respectfully submitted,

Marguerite Barone