

**SACHEM PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
DECEMBER 16, 2013
7:00 P.M.**

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

The meeting was called to order at 7:21 p.m.

The meeting began with the salute to the flag.

Public Participation: None

Guest: Linda Overton, Librarian III and Head of Children's Services

Linda Overton, Librarian III and Head of Children's Services, who has worked at the Sachem Public Library over 28 years, will be retiring on January 4, 2014. The Board presented Linda with a gift and wished her well in her retirement. Mrs. Overton will be missed by both staff and the community. Mrs. Overton thanked the Board for their gift and best wishes.

Minutes

The minutes of the Board meeting of November 18, 2013 were approved. (Paulsen, Barone; unanimous)

The minutes of Executive Session of November 18, 2013 were approved. (Winowitch, Barone; unanimous)

Payroll and Related Expenses

The Payroll and Related Expenses for November 2013 in the amount of \$1,583,078.87 was approved. (Winowitch, Paulsen; unanimous)

Warrant #19 dated November 7, 2013 in the amount of \$11,597.27 was approved. (Longo, Barone; unanimous)

Warrant #20 dated November 21, 2013 in the amount of \$1,177,125.47 was approved. (Winowitch, Longo; unanimous)

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

Treasurer's Report

The Treasurer's Report for November, 2013 in the amount of \$5,141,656.27 was approved. (Winowitch, Longo; unanimous)

Schedule of Bills

Trustee, Robert Winowitch, reviewed the December 16, 2013 Schedule of Bills before being presented to the Board for their approval.

The December 16, 2013 Schedule of Bills, Warrant #21, in the amount of \$139,230.98 was approved. (Longo, Barone; 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 2014/2015 budget is near completion. Subsequent to the January Board Meeting, Mrs. Willner and Mrs. Brand 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, Dennis Flavin and Robert Winowitch, will be meeting with Mrs. Willner and Mrs. Brand in the beginning of the New Year. Mrs. Willner will email the Committee with dates.

The Friends of Sachem Library have once again donated \$5,000.00 in support of the *Museum Adventure* program.

Last month Mrs. Brand reported on the libraries newest download services Zinio and Freegal. This month she focused upon the library's other download platforms which include audiobooks, eBooks and a new downloadable service—IndieFlix which contains thousands of independent films. The Library also offers eBooks through the 3M Cloud Library and non-fiction eBook titles through Ebsco eBooks. Mrs. Brand also indicated that this January patrons will notice an improved integration of eBooks into our OPAC and encounter a smoother download experience.

Department Reports

The Board reviewed all the department statistics with interest.

Old Business

Mrs. Willner gave an update on the renovation of the Circulation and public service areas. Mrs. Willner, Mrs. Brand and the department heads of the adult public services area met via conference call with space planner, Kimberly Bolan. The focal point of this plan is a circulation area with self-pick up of holds and staff assisted self-check stations with an emphasis on centralizing sources of information right at the front entrance. These design changes must be supported by seamless technology. In the past several months the library has experienced downtime on the circulation computers. Most of this can be attributed to our internet service provider, Lightower, and some to our Millennium circulation service. We will be putting a temporary hold on major layout changes until these technological challenges have been resolved.

There was also a discussion on the repaving of the library parking lot and future possibilities of the Library. The Board decided to evaluate the repaving project as part of the overall proposed 2014/2015 budget.

Mrs. Willner gave an update on the Part-Time Clerical/Page Unit and the Full-Time Professional Unit Contract negotiations.

The Board approved the ratification of the Part-Time Clerical/Page Unit contract. (Longo, Winowitch; unanimous)

The Board approved the ratification of the Full-Time Professional Unit contract. (Paulsen, Barone; unanimous)

New Business

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

The Board adjourned to Executive Session at 8:55 p.m. (Winowitch Barone; unanimous)

Regular Session resumed at 9:28 p.m.

The Personnel Report was approved. (Paulsen, Longo; unanimous)

There will be a caucus to nominate an SCLS Trustee on Tuesday, December 17, 2013 at 5:15 p.m. at the Patchogue-Medford Library. The Board will vote next month on the open position.

Library Advocacy Day will be held on, Thursday, February 27, 2014. Mrs. Willner asked the trustees if they would like to attend the meeting on February 26, 2014 in Albany prior to Library Advocacy Day activities. Dennis Flavin, Carol Paulsen and Robert Winowitch will get back to Mrs. Willner before next month's Board of Trustee Meeting. Marguerite Barone and Diane Longo indicated that they will not be attending.

The next Board Meeting will be held on Tuesday, January 21, 2014 at 7:00 p.m.

Adjournment

The meeting adjourned at 9:30 p.m.

Respectfully submitted,

Diane Longo