

**SACHEM PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
DECEMBER 17, 2012  
7:00 P.M.**

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

The meeting was called to order at 7:06 p.m.

The meeting began with the salute to the flag.

Carol Paulsen, Board President, indicated that trustee, Robert Winowitch notified her that he would not be able to attend this meeting due to illness and Mrs. Paulsen formally excused him.

Public Participation: None

**Minutes**

The minutes of the Board meeting of November 19, 2012 were approved. (Flavin, Barone; unanimous)

**Payroll and Related Expenses**

The Payroll and Related Expenses for November 2012 in the amount of \$1,415,837.09 was approved. (Longo, Flavin; unanimous)

Warrant #17 dated November 8, 2012 in the amount of \$1,000,639.14 was approved. (Flavin, Longo; unanimous)

Warrant #18 dated November 22, 2012 in the amount of \$24,004.71 was approved. (Flavin, Longo; unanimous)

**Treasurer's Report**

The Treasurer's Report for November, 2012 in the amount of \$5,414,950.43 was approved. (Barone, Longo; unanimous)

**Schedule of Bills**

Trustee, Robert Winowitch, reviewed the December 17, 2012 Schedule of Bills before being presented to the Board for their approval.

The December 17, 2012 Schedule of Bills, Warrant #19, in the amount of \$115,843.71 was approved. (Longo, 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 2013/2014 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, Marguerite Barone, Dennis Flavin will be meeting with Mrs. Willner and Mrs. Brand on January 17, 2013 at 2 p.m.

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

Library Advocacy (Legislation) Day will be held on Tuesday, March 5, 2013. Mrs. Willner requested that Board members notify her by the January, 2013 Board meeting if they plan to attend. Carol Paulsen, Marguerite Barone and Dennis Flavin will be attending Library Advocacy Day.

Mrs. Brand reported on the "hold" statistics in Circulation. In November 2005 the Library began offering our residents the ability to place their holds online rather than just in the Library. Since that time almost 600,000 holds have been placed online.

### **Department Reports**

The Board reviewed all the department statistics with interest. Statistics appear to be down Island wide.

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

The Board reviewed the Internal Auditor's Report.

### **Old Business**

Mrs. Willner gave an update on the revitalization of the Children's Room. The final package of the proposed furniture and finish selections were discussed. Due to the lag time between the placement of orders and their completion, actual construction will begin in mid-April, with completion just in time for the busy Summer Reading Club season.

The Board approved the revised Borrowing Guidelines. (Barone, Longo; unanimous)

Mrs. Willner gave an update on the Custodial Unit Contract negotiations.

### **New Business**

The Board approved the Payroll Service Agreement. (Barone, Longo; unanimous)

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

The next Board Meeting will be held on Tuesday, January 22, 2013 at 7:30 p.m.

### **Adjournment**

The meeting adjourned at 8:20 p.m.

Respectfully submitted,

Dennis Flavin