

**SACHEM PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
DECEMBER 19, 2011  
7:00 P.M.**

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

The meeting was called to order at 7:04 p.m.

The meeting began with the salute to the flag.

Public Participation: None

**Minutes**

The minutes of the Board meeting of November 21, 2011 were approved. (Longo, Winowitch; unanimous)

The minutes of Executive Session of November 21, 2011 were approved. (Paulsen, Longo; unanimous)

The minutes of the Special Board meeting of December 13, 2011 were approved. (Winowitch, Longo; unanimous)

**Payroll and Related Expenses**

The Payroll and Related Expenses for November 2011 in the amount of \$1,273,754.30 was approved. (Flavin, Paulsen; unanimous)

Warrant #17 dated November 10, 2011 in the amount of \$9,936.03 was approved. (Longo, Flavin; unanimous)

Warrant #19 dated November 23, 2011 in the amount of \$852,458.81 was approved. (Winowitch, Flavin; unanimous)

**Treasurer's Report**

The Treasurer's Report for November, 2011 in the amount of \$5,565,726.73 was approved. (Flavin, Winowitch; unanimous)

**Schedule of Bills**

Trustee, Robert Winowitch, reviewed the December 19, 2011 Schedule of Bills before being presented to the Board for their approval.

The December 19, 2011 Schedule of Bills, Warrant #18, in the amount of \$141,326.43 was approved. (Winowitch, Longo; unanimous)

## **Administrator's Reports**

The Board reviewed the Administrator's Report with interest.

To her report Mrs. Willner added the following:

The proposed FY 2012/2013 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.

Mrs. Willner indicated that Joanne Ortiz did an outstanding job completing the retro payout for part-time page and clerical staff.

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

Library Legislation day will be held on Tuesday, March 6, 2012. Mrs. Willner requested that Board members notify her by the January, 2011 Board meeting if they plan to attend.

Mrs. Willner thanked the Board for attending the holiday luncheon.

Through holiday song titles Mrs. Brand gave a review of holiday statistics which included items made by teen volunteers, donations from patrons and staff, program attendance and circulation statistics.

## **Department Reports**

The Board reviewed all the department statistics with interest. Mr. Flavin indicated that with e-books, fine revenue will be down.

## **Old Business**

Mrs. Willner gave an update on the building renovations. Mrs. Willner indicated that a coordination meeting will take place this week and the carpeting will arrive the week of January 1<sup>st</sup>. The Teen Room work will begin in the middle of January. Completion is expected by mid-March. Mrs. Willner indicated that an informational notice will appear in the February Newsletter on the renovation.

## **New Business**

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

Mr. Flavin indicated that Kevin Verbesey, Director of the Suffolk Cooperative Library System, is conducting a writing campaign to exempt libraries on MTA tax and make it part of the Governor's 2012 budget proposal.

The next Board Meeting will be held on Wednesday, January 18, 2012 at 7:00 p.m.

## **Adjournment**

The meeting adjourned at 8:03: p.m.

Respectfully submitted,

Dennis Flavin