

**SACHEM PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
JANUARY 17, 2017
6:30 P.M.**

The grand opening ceremony of *The Studios* took place. *The Studios* will be providing the community access to creative technology opportunities. Ms. McCahey and Mr. Christopher DeCristofaro thanked *The Studio* team and the Board of Trustees for an excellent job in creating *The Studios*. They also thanked Senators Boyle, Croci and Flanagan for providing state aid to fund *The Studios*.

The Board thanked retiree Lynne Kennedy, Librarian III, Head of Reference for her years of dedicated service and wished her well in her retirement. Ms. Kennedy thanked the Board for their well wishes.

Guests: Sachem Public Library Staff Members and Lynne Kennedy

The regular meeting of Sachem Public Library Board of Trustees was attended by Marguerite Barone, Diane Longo, Dennis Flavin, Carol Paulsen, Robert Winowitch, Neely McCahey, Alicja Feitzinger and Sandra Bartalis.

The meeting was called to order at 7:30 p.m.

The meeting began with the salute to the flag.

Public Participation: None

Minutes

The minutes of the Board meeting of December 19, 2016 were approved. (Flavin, Longo; unanimous)

Payroll and Related Expenses

The Payroll and Related Expenses for December 2016 in the amount of \$690,121.53 was approved. (Winowitch, Longo; unanimous)

Warrant #18 dated December 1, 2016 in the amount of \$23,214.92 was approved. (Flavin, Longo; unanimous)

Warrant #20 dated December 15, 2016 in the amount of \$114,655.09 was approved. (Longo, Flavin; unanimous)

Warrant #22 dated December 29, 2016 in the amount of \$21,969.70 was approved. (Winowitch, Paulsen; unanimous)

Treasurer's Report

The Treasurer's Report for December 2016 in the amount of \$5,921,595.60 was approved. (Winowitch, Flavin; unanimous)

Schedule of Bills

Trustee, Robert Winowitch, reviewed the January 17, 2017 Schedule of Bills before being presented to the Board for their approval.

The January 17, 2017 Schedule of Bills, Warrant #21, in the amount of \$89,683.87 was approved. (Winowitch, Longo; unanimous)

Administrator's Reports

To her report Ms. McCahey added the following:

Ms. McCahey stated The Studio and The Think Tank teams are planning on presenting a "Makers Fair" at the Sachus Public Library during the annual Summer Reading Program kick off day. Ms. McCahey indicated the Think Tank Team is working on another location for a book discussion. Currently they hold book discussions at Shenanigans in Ronkonkoma. Lauren Gilbert, Head of Community Services is planning an author event at Karvers Grille in Holbrook with two local wine authors. Game Night will be coming to Brownstone Brewery in Ronkonkoma. Ms. McCahey stated café owners of Tend Coffee requested to have outside signage on the library lawn. The Board members agreed to the signage.

Ms. McCahey indicated that the preliminary draft of the proposed 2017/2018 budget is near completion. Ms. McCahey, Mrs. Feitzinger, John Cox will meet with the Budget Committee, Robert Winowitch and Carol Paulsen to review the draft budget. The proposed FY 2017/2018 will be presented to the entire Board for their approval at the February Board meeting.

Internal Auditors Report

The Board reviewed the Internal Auditor's report and his recommendations to transfer funds between budget lines.

Department Reports

The statistics were analyzed and discussed.

SCLS Board Report

Marguerite Barone, a member of the Board of Trustee of the Suffolk Cooperative Library System reported to the Board the following:

Mrs. Barone stated SCLS had their first meeting for the year 2017. They are saddened by the passing of Trustee, Otis Thornhill. Currently the Smithtown/Huntington Board of Trustee position is vacant. Edward Wendol, Michael Lennon, Frances Bell, Frank Fronzo, Marguerite Barone, Francis Picart, Barry Latney and David Clemens are the Trustees for SCLS. The SCLS budget vote had passed. Mrs. Barone indicated that SCLS's courier vans have a new look to them. They are wrapped with logos from the different services that libraries offer; for example, Live-brary.

Old Business

Ms. McCahey gave an update on building renovations. The Circulation department renovation will begin the first week in February and should be done the beginning of March. The LED Indoor Lighting Project and Boiler Project will start this fiscal year and end in the next fiscal year.

New Business

The Board approved the attendance of Andrew Miholpulos at the NY Social Media Week to be held in New York, NY on February 27- March 3, 2017. The Board approved the attendance of Lauren Gilbert at the South by Southwest Conference to be held in Austin, TX on March 10-19, 2017. The Board approved the attendance of Jamie Edrich and Chris De Cristofaro at the Computers in Libraries Conference to be held in Arlington, VA on March 28-30, 2017. The Board approved the attendance of Virginia Pfeifer at the Innovative Users Group Conference to be held in National Harbor, MD on April 3-5, 2017. The Board approved the attendance of Amy Johnston at the Children & Nature International Conference & Summit to be held in Vancouver, British Columbia on April 18-21, 2017. The Board approved the attendance of Nancy Elliott, Marybeth Kozikowski and Alicja Feitzinger at the ALA Conference to be held in Chicago, IL on June 22-27, 2017. The Board approved the attendance of Kelly Coates at the Library Marketing and Communications Conference to be held in Dallas, TX (dates TBD). The Board approved the attendance of Lisa Stevens at the National Association for the Education of Young Children Conference to be held in Atlanta, GA on November 15-18, 2017. (Barone, Flavin; unanimous)

The Board approved one night of overnight travel to Albany on February 28, 2017 for Neely McCahey, Alicja Feitzinger, Robert Winowitch, Dennis Flavin, Carol Paulsen, Lauren Gilbert, Kelly Coates, Cara Perry and Laura Panter for meetings being held on advance of Library Advocacy Day activities. (Longo, Flavin; unanimous)

The Board adopted the legal notice for the FY 2017/2018 Budget Vote and Trustee Election on April 4, 2017. (Paulsen, Longo; unanimous)

The trustee position held by Dennis Flavin is up for vote this year. Mr. Flavin will seek re-election.

The Board approved the following *other* business:

1. On the director's recommendation the Board approved purchase of mesh armchairs for use in the Community Rooms from KI, 1330 Bellevue Street, Green Bay, WI 54302, in the amount of \$34,080.00. This purchase will be made under state contract. (Winowitch, Longo; unanimous)
2. On the director's recommendation the Board made a resolution to transfer funds between budget lines recommended by the Internal Auditor. (Winowitch, Flavin; unanimous)

The Annual Trustee Workshop at SCLS will be held on Wednesday, January 18, 2017 7pm; weather date 1/25/17.

The Long Island Library Conference will be held on Thursday, May 4, 2017, Melville, NY.

Marguerite Barone informed the trustees that she would not be able available for the February 16, 2017 Board meeting and was formally excused.

Correspondence

A thank you letter to Brad Silverman was received.

Mrs. Barone read a thank you letter to the Board from Mr. Cruz, Assistant Principal at Sachem North High School. The letter thanked Sachem Public Library Board of Trustees for their holiday donation to the High School.

Adjournment

The meeting was adjourned at 8:38 p.m.

Respectfully submitted,

Dennis Flavin