

**SACHEM PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
NOVEMBER 16, 2015
7:00 P.M.**

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

Guests: Laura Panter, Head of Teen Services.

The meeting was called to order at 7:01 p.m.

The meeting began with the salute to the flag.

Public Participation: A community member addressed the Board.

Minutes

The minutes of the Board meeting of October 19, 2015 were approved. (Flavin, Paulsen; unanimous)

Payroll and Related Expenses

The Payroll and Related Expenses for October 2015 in the amount of \$624,593.28 was approved. (Winowitch, Barone; unanimous)

Warrant #12 dated October 1, 2015 in the amount of \$10,804.70 was approved. (Paulsen, Flavin; unanimous)

Warrant #14 dated October 8, 2015 in the amount of \$66,265.72 was approved. (Flavin, Winowitch; unanimous)

Warrant #15 dated October 22, 2015 in the amount of \$96,310.22 was approved. (Paulsen, Winowitch; unanimous)

The Payroll Summary for October 2015 was approved. (Flavin, Winowitch; unanimous)

Treasurer's Report

The Treasurer's Report for October 2015 in the amount of \$5,635,075.68 was approved. (Flavin, Winowitch; unanimous)

Schedule of Bills

Trustee, Robert Winowitch reviewed the November 16, 2015 Schedule of Bills before being presented to the Board for their approval.

The November 16, 2015 Schedule of Bills, Warrant #16 in the amount of \$164,890.21 was approved. (Winowitch, Flavin; unanimous)

Administrator's Reports

Ms. McCahey added the following to her report:

Mr. Flavin inquired if the Sachem Public Library will be receiving the MTA tax reimbursement. Ms. McCahey had no updates at this time.

The Board was informed that beginning in January teens will be required to register for Friday nights like a normal library program. This change will be publicized in the December Newsletters. This change is in an effort to insure proper library behavior in desTEENation.

Ms. McCahey discussed with the Board the 100th Anniversary team has decided to focus on one larger event quarterly layered with department's individual programming efforts and a progressive roll-out throughout the year of the library's logo and branding. The Director will provide the Board with the dates of the year's events via email.

Ms. McCahey met with Harriet Brown, President of the Friends of Sachem Public Library. They agreed the red cart near the elevator can be moved around the library. Mobilizing the cart in the gallery when there are Sunday concerts may increase cart sales.

A copy of the Director's Evaluation Procedure was distributed to all to review.

Mrs. Feitzinger reported the HR department has been very busy. This year's *Open Enrollment Fair* had approximately 20 people attend. John Cox scheduled this event which was held on November 5, 2015. Representatives from the New York State Retirement System, 403(b) and 457(b), 529 plan providers and AFLAC were featured. Information about Flexible Spending, Premium Only Plan and the Employee Assistant Program was also provided to the staff.

Mrs. Feitzinger reported the library's mandatory safety training had a total of 114 staff members attend on November 9, November 10, and November 12, 2015.

Staff members took advantage receiving their flu immunizations sponsored by Walgreens.

The library offered the workshop "*Strategies for Dealing with Differently Abled in the Library.*"

A *Staff Response Tactic Workshop* is on November 16, 2015 had 22 staff members attended.

Mrs. Feitzinger stated the EAP and Wellness committees have joined together and the new name is SET (Sachem Engagement Team). The goal is to create a pleasant working environment so staff members can serve community members better. SET will take part in activities throughout the year.

Mrs. Feitzinger stated the staff suggested from a recent survey that there be an out of the building holiday party after the New Year. The staff also decided on a holiday snack and hors d'oeuvres celebration sponsored by each department throughout the day and night. Each department provides food for their scheduled day. It enables staff members who have not been scheduled to work on the one day of celebration to be able to enjoy in the festivities this year.

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, Ms. McCahey and Mrs. Feitzinger attended the Trustees Institute last week. The topic was *Sustainability in Libraries* Mrs. Barone also reported on staffing changes at SCLS, the acceptance of the Tax Efficiently Plan and the proposed 2016 SCLS budget introduced an 8% decrease in member support.

Conference Reports

The Board reviewed the New York Library Association (NYLA) conference reports with interest. Ms. McCahey and Mrs. Feitzinger indicated that everyone enjoyed the conference.

Old Business

The LED/Parking Lot Lighting project begins in December. A discussion took place about the idea of additional lighting by handicap spots on the south side of the entrance.

New Business

The SCLS Draft 2016 Budget was presented to the Board for review.

The Board approved the proposed FY2016 SCLS operating budget. (Flavin, Longo; unanimous)

The Board unanimously approved the election of Edward Wendol as SCLS Trustee. (Barone, Winowitch; unanimous)

The SCLS Annual Meeting will be held on Wednesday, December 2, 2015

The next Board Meeting will be held on Monday, December 21, 2015 at 7:00 p.m.

Adjournment

The meeting was adjourned at 9:06 p.m.

Respectfully submitted,

Carol Paulsen