

**SACHEM PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
DECEMBER 21, 2015
7:00 P.M.**

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

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

The meeting began with the salute to the flag.

Public Participation: None

Robert Winowitch informed the Trustees that he would not be available for the December 21, 2015 Board meeting and was formally excused.

Minutes

The minutes of the Board meeting of November 16, 2015 were approved. (Flavin, Paulsen; unanimous)

Payroll and Related Expenses

The Payroll and Related Expenses for November 2015 in the amount of \$1,148,313.55 was approved. (Paulsen, Flavin; unanimous)

Warrant #17 dated November 5, 2015 in the amount of \$782,511.98 was approved. (Paulsen, Flavin; unanimous)

Warrant #18 dated November 18, 2015 in the amount of \$24,551.35 was approved. (Longo, Barone; unanimous)

The Payroll Summary for November 2015 was approved. (Barone, Flavin; unanimous)

Treasurer's Report

The Treasurer's Report for November 2015 in the amount of \$5,965,571.66 was approved. (Paulsen, Flavin; unanimous)

Schedule of Bills

Trustee, Robert Winowitch, reviewed the December 21, 2015 Schedule of Bills before being presented to the Board for their approval.

The December 21, 2015 Schedule of Bills, Warrant #19, in the amount of \$141,627.73 was approved. (Flavin, Barone; unanimous)

Administrator's Reports

To her report Ms. McCahey added the following:

Staff enjoyed the holiday events hosted by each of the departments and the activities that took place during De-Stress Days. Ms. McCahey stated the Teen Services had started to implement their January program registration process. She also thanked the Teen Department for a job well done on Ramen Con Night. The event was partnered with Patchogue-Medford Library and was very successful.

The Trustees viewed the logo prototype, the new logo ties into the Inside/Out's logo - "*Sachem Public Library, Your Place to Grow*". Mr. Flavin suggested to add the established year onto the logo. The Local History Room will have a new plaque on the wall from a 200 year old preserved Copper Beech Tree from Lake Ronkonkoma.

Ms. McCahey thanked Joseph Price for the \$500 Family Place donation. Ms. McCahey indicated negotiations with the Custodial Contractual Unit will resume beginning of January.

The first draft of the FY 2016/2017 budget is near completion. Ms. McCahey and Mrs. Feitzinger will meet with the two members of the Board to finalize the budget proposal. Dennis Flavin and Carol Paulsen volunteered to participate in the beginning of the New Year.

Mrs. Feitzinger reported on Magazine Downloads vs On-line usage. Mrs. Feitzinger stated patrons viewed magazines 3.5 times more on-line than downloading them during January to October 2015 on Flipster throughout Suffolk County. The top 5 downloaded magazines are People, US Weekly, Real Simple, Time and HGTV Magazine. The top on-line viewed magazines are People, US Weekly, HGTV Magazine, Food Network and Time.

Mrs. Feitzinger also reported the HR department has been very busy during the past month. The staff has destressed during De-Stress week, staff attended a CFA first aid training class and toured the Fire Island Lighthouse.

Department Reports

The statistics were analyzed and discussed.

SCLS Board Report

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

Mrs. Barone stated e-rate reimbursements are to be the same amount as last year. Ms. McCahey confirmed payments have been received. Youth Services from SCLS spoke to 200 people at the Long Island Aquarium in Riverhead about library resources. Mrs. Barone, Mrs. Paulsen, Mr. Flavin, Ms. McCahey and Mrs. Feitzinger attended the SCLS Annual meeting.

Internal Auditors Report

The Board reviewed the Internal Auditor's Report. Based on the review, the Trustees requested Ms. McCahey look into pilots payments received year to date.

Old Business

The Board approved the revised Director's evaluation procedure. (Paulsen, Barone; unanimous)

Ms. McCahey gave an update on the building renovations/projects. Proposals will be reviewed at next month's Board meeting for additional lighting near the handicap spots on the south side of the entrance. The exterior lightning has been replaced; it is recommended caps to be placed on the exterior lighting fixtures. The entrance of the library will be repaved in the Spring at no additional cost. There will be a print management and a PC reservation available to patrons beginning January in the Technology Center.

New Business

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

On the director's recommendation the Board approved the purchase of 35 Hewlett Packard PC's at a total of \$27,231.00. These computers were approved in the 2015/16 budget as part of the *Computers and Equipment* budget line. They will be purchased under New York State contract pricing. (Barone, Paulsen; unanimous)

On the director's recommendation the Board approved the attendance of Neely McCahey and Alicja Feitzinger, at Advocacy Day held in Albany, NY on March 1-2, 2016. On the director's recommendation the Board approved the attendance Cara Perry and Dana Mottola at the Computers in Libraries Conference held in Washington D.C. on March 8-10, 2016. On the director's recommendation the Board approved the attendance of Alicja Feitzinger, Lauren Gilbert, Lynne Kennedy, Danielle Krause and Amy Johnston at the PLA Conference held in Denver, CO on April 5-9, 2016. On the director's recommendation the Board approved the attendance of Neely McCahey, Denise Scarbeck and Laura Panter at the ALA Conference held in Orlando, FL June 23-28, 2016. (Longo, Barone; unanimous)

Library Advocacy Day will be held on, Wednesday, March 2, 2016 in Albany with Pre-Advocacy Day Activities on Tuesday, March 1, 2016. Ms. McCahey asked the trustees if they plan to attend. Dennis Flavin and Marguerite Barone will attend. Robert Winowitch and Carol Paulsen will get back to Ms. McCahey before next month's Board of Trustees Meeting. Diane Longo indicated that she will not be attending.

On the director's recommendation the Board approved a three-month medical leave of absence effective December 23, 2015 for Karen DeStefano, Part-time Library Clerk in Reference. (Flavin, Barone; unanimous)

The next Board Meeting will be held on Tuesday, January 19, 2016 at 7:00 p.m.

A letter to a community resident was reviewed by the Board with interest.

Adjournment

The meeting adjourned at 8:33 p.m.

Respectfully submitted,

Carol Paulsen