

**SACHEM PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
MARCH 20, 2017  
7:00 P.M.**

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

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

The meeting began with the salute to the flag.

Public Participation: A member of the community.

Guest: Amy Johnston from Children's Services.

Mrs. Johnston followed up with information concerning an Outdoor Nature Classroom. She showed the Board ideas from Nature Explore, the company that specializes in outdoor classrooms. The Board thanked Amy Johnston and they were impressed with the design concept from the landscape architect.

**Minutes**

The minutes of the Board meeting on February 16, 2017 were approved. (Longo, Flavin; unanimous)

**Payroll and Related Expenses**

The Payroll and Related Expenses for February 2017 in the amount of \$519,120.70 was approved. (Longo, Winowitch; unanimous)

Warrant #27 dated February 9, 2017 in the amount of \$18,762.53 was approved. (Flavin, Barone; unanimous)

Warrant #29 dated February 23, 2017 in the amount of \$123,175.54 was approved. (Paulsen, Longo; unanimous)

The Payroll Summary Report for February 2017 was approved. (Flavin, Longo; unanimous)

**Treasurer's Report**

The Treasurer's Report for February 2017 in the amount of \$6,347,752.59 was approved. (Longo, Barone; unanimous)

**Schedule of Bills**

Trustee, Dennis Flavin, reviewed the March 20, 2017 Schedule of Bills before being presented to the Board for their approval.

The March 20, 2017 Schedule of Bills, Warrant #28, in the amount of \$506,556.55 was approved. (Paulsen, Flavin; unanimous)

## **Administrator's Reports**

The Board reviewed each of the Administrator's Reports with interest.

To her report Ms. McCahey added the following:

Staff has sent thank you letters the state politicians that they visited in Albany during Library Advocacy Days. Ms. McCahey distributed information about Senator Al Graf's Yellow Dot Program. The program provides first responders with important medical information in the vehicles of motorists. Ms. McCahey provided a list of the local business who will be giving discounts to patrons during National Library Week. Ms. McCahey stated that *The Studios* equipment presentation to Sachem High School North was postponed due to inclement weather. The visit will be rescheduled to April 18-20 and another presentation will be held at Sachem High School East on April 25 and 26, 2017. The Director noted that the relationship between the school district and library is strengthening. On March 18, 2017, the Lake Ronkonkoma Improvement Group presented a program about the revitalization of the lake, featuring guest speakers County Executive Steve Bellone, and Councilman Kevin LaValle. The program included slides of the history of Lake Ronkonkoma provided by the Lake Ronkonkoma Historical Society, and showcased the accomplishments of the Lake Ronkonkoma Improvement Group. She informed the Board of the Lake Ronkonkoma Resident Canada Goose Egg Oiling Program.

Mrs. Feitzinger reported to the Board on Overdrive usage. The Overdrive usage has increased by 10% from 2015 to 2016. The Overdrive on smartphones increased by 7% and the usage on PCs laptops and tablets increased by 14%.

Mrs. Feitzinger also reported to the Board that staff participated in the following events; AccuHealth physicals, doing Zumba on their lunch break and on St. Patrick's Day wearing and eating green foods.

Mrs. Feitzinger also informed the Board that Staff Recognition Day will be on Monday, April 24, 2017.

## **Department Reports**

The Board reviewed all the department statistics with interest.

## **SCLS Board Report**

Marguerite Barone, a member of the Board of Trustees of the Suffolk Cooperative Library System reported to the Board that there was no quorum for an official meeting for the month of March; however the group discussed that SCLS has added Ransomware protection software to their computer system. They have also added a new backup system on all machines, they will be moving their backup to the cloud or offsite. They also have added internet stations for staff use on their breaks. Training on phishing to their staff has been implemented.

## **Conference Reports**

The Board reviewed the Social Media Week Conference report with interest.

## **Old Business**

The Budget Vote and Trustee Election will be held on Tuesday, April 4, 2017, 9:30 a.m. to 9:00 p.m. Dennis Flavin is running unopposed for re-election.

Ms. McCahey reported on the renovations. The Circulation Desk renovation is completed and opened to the public on March 17, 2017.

A discussion about the collection agency took place. The collection agency has been used by Sachem Public Library since the 1990's. It requires SCLS involvement in mailing out letters of overdue fines to the patrons. If the patron has 5 overdue items then 5 letters will be mailed. Going forward patrons will be required to an email to reset their library card password. The conversation involved eliminating the collection agency service and use email to notify patrons of past due materials. The Board concluded the discussion stating to discontinuing the collection agency services at the next available opportunity. The motion was made by Diane Longo and second by Robert Winowitch to discontinue the use of collection agency at Sachem Public Library, effective immediately. (unanimous)

## **Other**

On the director's recommendation the Board accept the bid of Dominion Construction Corp., 108 Allen Blvd., Farmingdale, NY 11735, in the amount of \$183,522.00 for the removal of existing Steam Boilers and installation of new Hot Water Condensing Boilers. Dominion Construction Corp. was the lowest bidder on the project. John Tanzi Architects reviewed the bids and found Dominion Construction Corp. to be qualified to perform this contract. (Winowitch, Longo; unanimous)

On the director's recommendation the Board accept the bid of CDJ Electric Inc., 91 Bridge Road, Hauppauge, NY 11788, in the amount of \$290,000.00 for the upgrade replacement of the library's lighting fixtures to LED lighting fixtures. CDJ Electric Inc., was the lowest bidder on the project. John Tanzi Architects reviewed the bids and found CDJ Electric Inc. to be qualified to perform this contract. Base Bid Amount \$290,000.00. (Longo, Paulsen, unanimous)

Note: Both projects are targeted to begin in this budget year and finish out in 2017/2018.

## **New Business**

The Disposal of Equipment was approved. (Winowitch, Longo; unanimous)

On the director's recommendation the Board awarded a three year contract, April 1, 2017 to November 30, 2019, for landscaping of the Sachem Public Library grounds to Del Graz Enterprises Inc. dba R & R Landscaping, 463 Lakeland Avenue, NY 11782. R & R Landscaping was the lowest bidder. (Flavin, Winowitch; unanimous)

The Personnel Report and the Personnel Report Addendum was approved. (Flavin, Longo; unanimous)

Ms. McCahey informed the trustees that the LTA 2017 Trustee Institute will be held on April 27 and 28, 2017 at the Uniondale Marriott, New York.

Ms. McCahey reminded the trustees that the Long Island Library Conference will be held on Thursday, May 4, 2017 in Melville, New York.

The next Board Meeting will be held on Monday, April 17, 2017 at 7:00 p.m.

**Adjournment**

The meeting was adjourned at 9:15 p.m.

Respectfully submitted,

Dennis Flavin