

**SACHEM PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
OCTOBER 16, 2017  
7:00 P.M.**

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

Guests: Alexandra Mercado, Librarian I, Reference Department, Philip Marciano of Nawrocki, Smith LLP; and Joanne Ortiz

The meeting was called to order at 6:48 p.m.

The meeting began with the salute to the flag.

Dennis Flavin informed the trustees that he would not be available for the October 16, 2017 Board meeting and was formally excused.

Public Participation: None

Ms. McCahey welcomed Mr. Philip Marciano to the Library Board of Trustees Meeting. Mr. Philip Marciano introduced himself as an auditor of Nawrocki, Smith LLP. Mr. Marciano reviewed the annual auditor's report for the 2016/2017 fiscal year and found everything in order. Mr. Marciano stated to the Board that there were no new recommendations to implement for the current year. Mr. Marciano thanked the Board and complimented Donald Fischer, Internal Auditor, Joanne Ortiz and the administrative staff for their assistance and thorough preparation of the library audit.

The Board and Ms. McCahey thanked Mr. Marciano for spending the time to review the annual audit. The Board and Ms. McCahey also thanked Joanne Ortiz for her thorough preparation of the library audit.

**Minutes**

The minutes of the Board meeting of September 18, 2017 were approved. (Barone, Longo; unanimous)

The minutes of Executive Session of September 18, 2017 were approved. (Winowitch, Barone; unanimous)

**Payroll and Related Expenses**

The Payroll and Related Expenses for September 2017 in the amount of \$502,426.75 was approved. (Longo, Winowitch, unanimous)

Warrant #9 dated September 7, 2017 in the amount of \$20,217.34 was approved. (Barone, Longo; unanimous)

Warrant #11 dated September 21, 2017 in the amount of \$125,678.00 was approved. (Longo, Winowitch; unanimous)

The Payroll Summary for September 2017 was approved. (Winowitch, Barone; unanimous)

### **Treasurer's Report**

The Treasurer's Report for September 2017 in the amount of \$6,675,045.62 was approved. (Longo, Barone; unanimous)

### **Schedule of Bills**

Trustee, Dennis Flavin, reviewed the October 16, 2017 Schedule of Bills before being presented to the Board for their approval.

The October 16, 2017 Schedule of Bills, Warrant #10 in the amount of \$228,857.70 was approved. (Longo, Winowitch; unanimous)

### **Administrator's Reports**

The Board reviewed each of the administrator's reports with interest.

Ms. McCahey added the following to her report:

The historical copper tree is now on display in the Local History Room. A radio and other historical tools were bought from Agnew Taylor Hardware Store and are displayed in the Local History Room as well. The Great Give Back; a day of County-wide Community Service, went very well on Saturday, October 14, 2017. Sachem Public Library and other local organizations volunteered to clean up the shore around Lake Ronkonkoma. Newsday wrote an article about Holbrook being one of the best places for families to live on Long Island and featured the Sachem Public Library in their newspaper. Ms. McCahey stated a survey on how to make Sachem Public Library a better place is available for community members to fill out for a few more weeks. Ms. McCahey informed the Board that \$15,000 was raised at the PDLA event. This is the highest grossing event thus far. The webpage training has started and the launch is getting closer. Ms. McCahey stated that the cooperative effort between the Outreach, Teen and the Children's departments are going smoothly and they are succeeding their visits into Sachem School District's open house nights sufficiently from last year. Community members can view the Outreach events on the public calendar. Ms. McCahey informed the Board that Sachem Public Library received \$30,000 more in construction grants from last time we applied.

Mrs. Feitzinger reported to the Board about a Studio statistics. Since January all three Studio locations and programs have reached 4,860. The 3D printer produced 1,211 items, the embroidery machine was used by patrons 12 times and 65 engravings were completed. The Children's maker kits circulated 369 times and the Teen art cart was used 377 times. The Creation Station was used 225 times and 1026 patrons enjoyed the VR experience. Mrs. Feitzinger reported to the Board on the EAP annual report. She explained to the Board that EAP services were very low. Mrs. Feitzinger informed the Board on staff events. The staff raised \$205 during September's Casual for a Cause. Thirty-four staff members received the flu vaccine. She also informed the Board that staff is decorating pumpkins for public to vote on, partaking in a candy counting contest and is being active in autumn.

### **Department Reports**

The Board reviewed the department statistics with interest.

## **Old Business**

Ms. McCahey reported to the Board on building renovations. The replacement boiler is almost completed. The company discovered when connecting to the HVAC that the control panel needs to be updated. The LED indoor lighting project has begun.

## **New Business**

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

The Board reviewed the EAP Report.

The SCLS Draft 2018 Budget was presented to the Board for review. The Board will vote on the final version of this budget at the November Board meeting.

The Board approved the dates for the regular monthly Board of Trustees meetings for 2018 and determined of rotation for monthly signing of bills. (Longo, Barone; unanimous)

## **Other**

Ms. McCahey and Mrs. Feitzinger provided the Board an update on information involving the Paid Family Leave Act.

The Director reminded the Board that the LILRC Annual Conference at the Carlyle on the Green, Bethpage State Park in Farmingdale will be October 26 and October 27, 2017.

The next regular Board Meeting will be held on Monday, November 20, 2017 at 7:00 p.m.

## **Correspondence**

A letter from Agnew & Taylor Hardware Store.

A letter from the Holbrook Chamber of Commerce.

## **Adjournment**

The meeting adjourned at 8:23 p.m.

Respectfully submitted,

Robert Winowitch