

SACHEM PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
MAY 16, 2016
7:00 P.M.

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

The meeting was called to order at 7:05 p.m.

The meeting began with the salute to the flag.

Diane Longo informed the trustees that she would not be able available for the May 16, 2016 Board meeting and was formally excused.

Public Participation: None

Guest: John Tanzi

Ms. McCahey introduce John Tanzi from John Tanzi Architects to the Library Board of Trustees. Mr. Tanzi presented to the Board the design layout for the Circulation Desk. He provided samples of the materials to be used in the project. The project will take approximately eight weeks to complete after the initial paperwork has been processed.

Minutes

The minutes of the Board meeting of April 18, 2016 were approved. (Flavin, Winowitch; unanimous)

The minutes of the Executive Session on April 18, 2016 were approved. (Paulsen, Winowitch; unanimous)

Payroll and Related Expenses

The Payroll and Related Expenses for April 2016 in the amount of \$461,486.43 was approved. (Winowitch, Paulsen; unanimous)

Warrant #34 dated April 1, 2016 in the amount of \$116,643.90 was approved. (Paulsen, Flavin; unanimous)

Warrant #35 dated April 4, 2016 in the amount of \$13,321.21 was approved. (Winowitch, Flavin; unanimous)

Warrant #36 dated April 21, 2016 in the amount of \$111,458.58 was approved. (Flavin, Paulsen; unanimous)

Payroll Summary

The Board approved the Payroll Summary for April 2016. (Winowitch, Paulsen; unanimous)

Treasurer's Report

The revised Treasurer's Report for March 2016 in the amount of \$5,657,196.79 was approved. Sales & Use Tax quarterly filing should have been included in the original March Treasurer's Report. The revision reflects the amount of sales tax that was deducted effective March 16, 2016. (Flavin, Winowitch; unanimous)

The Treasurer's Report for April 2016 in the amount of \$5,833,833.46 was approved. (Paulsen, Winowitch; unanimous)

Schedule of Bills

Trustee, Dennis Flavin, reviewed the May 16, 2016 Schedule of Bills before being presented to the Board for their approval.

The May 16, 2016 Schedule of Bills, Warrant #37, in the amount of \$117,671.63 was approved. (Paulsen, Winowitch; unanimous)

Administrator's Reports

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

To her report Ms. McCahey added the following:

Ms. McCahey thanked the Trustees for attending Staff Appreciation Day on April 25, 2016.

Ms. McCahey reported to the Board that she will report back to them next month with the replacement for Library Treasurer.

Ms. McCahey informed the Board that there will be a photo opportunity with local politicians on Friday, May 20, 2016 at the Islip Library. She will send out a reminder prior the event.

Congratulations to Luke Bordonaro and Johnathan Rizzi this year's winners of the Friend's \$500.00 scholarship. The Friends will be celebrating their 30th Anniversary on June 9, 2016. On the June 10, 2016 the Friends have invited staff to attend the Friends Annual Luncheon. The Board would like to present a letter to Harriet Brown for her years of service and dedication as President of the Friends of Sachem Public Library. Helen Stimatz, current Vice President will be elected to be President of the Friends.

The Historical Society lease agreement is near completion. Ms. McCahey informed the Board installation of gutters will be added to the Hawkins Avenue property.

Ms. McCahey informed the Board of the signage that will be redesigned on the outside of the building.

Mrs. Feitzinger reported the Friends of Sachem Public Library had approximately \$10,000 in sales from April 2015 to April 2016. The Friends sold \$6,166 worth of books from the book carts. They had three book sales during the year and sold a total of \$3,192 worth of books. From the Teen book sale a total of \$464 worth of books were sold. The 2015 Fall festival

sold a total of \$525. The Friends provide funding to the Library through sales of books and assorted donated items.

Department Reports

The Board reviewed the department statistics with interest. The Board noted the increasing amount of patrons using computers.

SCLS Board Report

Marguerite Barone, a member of the Board of Trustees of the Suffolk Cooperative Library System reported to the Board that SCLS Board meeting was on May 5, 2016. The PDLA Golf Outing will be on September 22, 2016. Mrs. Barone stated SCLS's servers were down a few weeks ago. It effected Live-brary and their email. They will be adding a backup server to prevent this from happening in the future. Mrs. Barone stated legislators want to hear specific details about the requested aid at Library Advocacy Day. Mrs. Barone reported to the Board that Senator Farley is not be seeking re-election after 40 years of service. He was one of the best advocates for libraries.

Conference Reports

The Board reviewed the conference report for PLA conference in Denver with interest.

Old Business

Ms. McCahey gave an update on renovations. The Boiler Project and Interior Lighting Project will be completed in the next budget year. The handicapped lighting fixtures will be shipped from the vendor by July 12, 2016.

On the director's recommendation the Board to approve the ratification of the Custodial Unit. The contract is now a four year contract expiring in 2019. (Flavin, Winowitch; unanimous)

New Business

On the director's recommendation the Board approved the purchase of AV equipment for the Children's Program room from Advar Video Hi-Tech Corp., 125 Gazza Blvd., Farmingdale NY 11735, in the amount of \$15,055.71. This upgrade will be purchased under state contract. It is long overdue as the Children's Librarians have had to troubleshoot audio issues for some time now. The installation of the new system will bring the library back to full capability when scheduling programs. (Paulsen, Flavin; unanimous)

The Board approved the following *other* business:

1. On the director's recommendation the Board to approve the purchase of mesh chairs for use in the Community Rooms from KI 1330 Bellevue Street, Breen Bay, WI 54302, in the amount of \$15,971.50. This purchase will be made under state contract. (Flavin, Winowitch; unanimous)
2. On the director's recommendation the Board approve the purchase and installation of replacement Air Conditioning units for units #8 and #2. From Trane/IR Ingersoll Rand

Climate Control Technologies in the amount of \$71,951.79. This replacement is being purchased under GSA. (Winowitch, Flavin; unanimous)

3. On the director's recommendation the Board approve *SEQRA Resolution No. 1, Lead Agency Designation* for proposed Heating Plant Replacement Project and approve *SEQRA Resolution No. 2, Type II Action* pursuant to 6 NYCRR §§617.5 6 (c)(1) and (2) of the implementing regulations of the State Environment Quality Review Act, and will, therefore, by definition, have no significant adverse impact on the environment. (Paulsen, Winowitch; unanimous)
4. On the director's recommendation the Board adopt the following a resolution for designation of funds for Steam Boiler and Hot Steam Water Exchanger as follows.

WHEREAS pursuant to an architectural/engineering proposal dated February 3, 2016 Sachem Public Library shall replace the existing Steam Boiler and Steam Hot Water Exchanger with a new Hot Water Heating Plant at 150 Holbrook Road Holbrook, NY; and

WHEREAS it is the intention of the Board of Trustees to utilize the new Hot Water Heating Plant to increase the Library's heating plant efficiency and reduce the library's carbon footprint; and

WHEREAS the Board of Trustees wishes to designate and set aside the fund from which the purchase and installation expenses will be paid.

NOW THEREFORE, be it resolved that, subject to further resolution of the Board of Trustees, the cost of removing the existing Steam Boiler and Steam Hot Water Exchanger Plant and configuring, purchasing and installing a new Hot Water Heating Plant, shall be paid from the Building Alterations Line in the 2016/2017 Budget and/or the Fund Reserved for Equipment and Building Improvements. (Winowitch, Paulsen; unanimous)

5. On the director's recommendation the Board approve *SEQRA Resolution No. 1, Lead Agency Designation* for proposed Lighting Upgrade Project and approve *SEQRA Resolution No. 2, Type II Action* pursuant to 6 NYCRR §§617.5 6 (c)(1) and (2) of the implementing regulations of the State Environment Quality Review Act, and will, therefore, by definition, have no significant adverse impact on the environment. (Paulsen, Winowitch; unanimous)
6. On the director's recommendation the Board adopt the following a resolution for designation of funds for Lighting Upgrade as follows.

WHEREAS pursuant to an architectural/engineering proposal dated February 3, 2016 Sachem Public Library shall replace the existing lighting fixtures throughout the Library with higher efficiency LED fixtures and/or LED Lamps at 150 Holbrook Road Holbrook, NY; and

WHEREAS it is the intention of the Board of Trustees that this lighting fixture replacement will increase the library's electrical efficiency with respect to the lighting in the library and reduce the library's carbon footprint; and

WHEREAS the Board of Trustees wishes to designate and set aside the fund from which the purchase and installation expenses will be paid.

NOW THEREFORE, be it resolved that, subject to further resolution of the Board of Trustees, the cost of replacing the existing lighting fixtures throughout the Library with higher efficiency LED fixtures and/or LED Lamps, shall be paid from the . . .

Building Alterations Line in the 2016/2017 Budget and/or the Fund Reserved
for Equipment and Building Improvements. (Winowitch, Paulsen; unanimous)

The Board adjourned to Executive Session at 9:00 p.m. to discuss the Director's
Evaluation.

Regular Session resumed at 9:54pm

The PLDA Golf Fundraiser and Dinner will be held on September 22, 2016.

The next Board Meeting will be held on Monday, June 20, 2016 at 7:00 p.m.

Adjournment

The meeting was adjourned at 9:54 p.m.

Respectfully submitted,

Carol Paulsen