

**SACHEM PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
SEPTEMBER 19, 2016
7:00 P.M.**

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

Carol Paulsen informed the trustees that she would not be able available for the September 19, 2016 Board meeting and was formally excused.

Guests: David Tellier and Philip Marciano of Nawrocki, Smith LLP; and Joanne Ortiz

The meeting was called to order at 7:03 p.m.

The meeting began with the salute to the flag.

Public Participation: None

Ms. McCahey welcomed Mr. Tellier of Nawrocki, Smith LLP to the Library Board of Trustees Meeting.

Mr. Tellier introduced himself as audit partner of Nawrocki, Smith LLP and Philip Marciano, the supervisor of the audit. Mr. Tellier reviewed the annual auditor's report for the 2015/2016 fiscal year and found everything in order.

Mr. Tellier stated to the Board that there were no new recommendations to implement for the current year.

Mr. Marciano noted that two of the three prior year recommendations were implemented and one is in the process of being implemented.

A discussion took place concerning the recent State Audit findings. Mr. Tellier agrees to the implement the recommendations the State Auditors suggest.

Mr. Tellier thanked the Board and complimented Joanne Ortiz and the Administrative staff for their assistance and thorough preparation of the library audit.

The Board and Ms. McCahey thanked Mr. Tellier 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 August 15, 2016 was approved. (Winowitch, Longo; unanimous)

Payroll and Related Expenses

The Payroll and Related Expenses for August 2016 in the amount of \$541,114.49 was approved. (Flavin, Longo; unanimous)

Warrant #6 dated August 11, 2016 in the amount of \$66,960.98 was approved. (Longo, Flavin, unanimous)

Warrant #8 dated August 25, 2016 in the amount of \$104,631.23 was approved. (Flavin, Winowitch; unanimous)

The August 2016 Payroll Summary was approved. (Longo, Flavin; unanimous)

Treasurer's Report

The Treasurer's Report for August 2016 in the amount of \$6,200,986.14 was approved. (Flavin, Winowitch; unanimous)

Schedule of Bills

Trustee, Marguerite Barone reviewed the September 19, 2016 Schedule of Bills before being presented to the Board for their approval.

The September 19, 2016 Schedule of Bills, Warrant #7 in the amount of \$316,721.47 was approved. (Longo, Flavin; unanimous)

Administrator's Reports

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

To her report, Ms. McCahey added the following:

The Library had a large turnout for the Fall Festival. Staff did an excellent job and the event was a huge success. The Board thanked staff members for all their efforts in making the event a wonderful experience for the community. Ms. McCahey spoke about the recent staff changes in the library. The Think Tank team has engaged local business to be involved in a national program; Outside the Lines. The local businesses offered specials to patrons who show their library card to get discounts. The Studio team displayed their new technologies during the Fall Festival. The staff educated patrons on these technologies. Ms. McCahey informed the Board that there will be a new member joining the Sachem Public Library staff. He will be working as a part-time Page in conjunction with a NYS program. He will be working two days a week and will have a job coach assist him on his job duties. McCahey gave an update on the Café and hopes to get another tenant in by mid-October.

Mrs. Feitzinger reviewed with the Board a recent survey taken by Pew Research Center. The study focused on the trends in visiting public libraries. A large majority say that the libraries should have programs to teach digital skills and many hope the libraries provide comfortable reading and working spaces. Mrs. Feitzinger believes that Sachem Public Library is keeping up with recent trends. Mrs. Feitzinger informed the Board of a Staff Financial Wellness program recently conducted by Russel Sands, who came to explain how to become an investor with the Legend Group to staff members on September 13, 2016. He discussed retirement planning, emphasized retirement gaps and how to fill them with a 403b account.

Department Reports

The Board reviewed the department statistics with interest.

SCLS Board Report

Mrs. Barone reported to the Board that SCLS is preparing their preliminary budget. SCLS's lending library has added a 3D printer, a stage and a movie set-up to their available items. The movie set-up includes a PA system and popcorn machine for \$350. She also stated they will be purchasing virtual reality equipment and best sellers will be circulated among the member libraries.

Internal Auditor's Report

The Board reviewed the Internal Auditor's Report.

Old Business

Ms. McCahey gave an update on renovations. The paperwork has been signed for the Circulation project and millwork has begun. The indoor LED lighting project will begin soon. The Boiler project will begin in the Spring.

There are no updates on negotiations.

New Business

The Board reviewed the Solar Analysis Report for 2015/2016.

The Board approved the Sachem Public Library Closings for 2017. (Longo,

The Director noted that there will be no need for a delayed opening for staff professional development. There are various conflicts with regular library programming. Administration decided to schedule half days for staff members to attend; *Magic: Make a Great First Impression*.

The Board approved the Studio Policy. (Flavin, Winowitch; unanimous)

The Board approved the leave of absence on the Personnel Report. (Longo, Flavin; unanimous)

The Board approved to fill the vacant Library Clerk position on the Personnel Report. (Winowitch, Longo; unanimous)

The Board reviewed the following *other* business:

Long Island Cares, Inc. received 43 pounds of donations from the Sachem Public Library.

Long Island Cares, Inc., The Harry Chapin Food Bank acknowledged the money raised by the staff of Sachem Public Library, in the amount of \$130.00 through the participation in "Casual for the Cause".

The next Board Meeting will be held on Monday, October 17, 2016 at 7:00 p.m.

LILRC Annual Conference at Carlyle on the Greene, Bethpage State Park, Farmingdale, October 20 and October 21, 2016

The Board adjourned to Executive Session at 9:05 p.m. to discuss personnel. (Longo, Winowitch; unanimous)

Regular Session resumed at 9:20 p.m.

Adjournment

The meeting was adjourned at 9:26 p.m.

Respectfully submitted,

Dennis Flavin