

**SACHEM PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
NOVEMBER 21, 2016
7:00 P.M.**

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

Guests: Joanne Ortiz, Coordinator of Finance at Sachem Public Library

The meeting was called to order at 7:10 p.m.

The meeting began with the salute to the flag.

Public Participation: None

Robert Winowitch and Alicja Feitzinger informed the trustees that they would not be available for the November 21, 2016 Board meeting and were formally excused.

The Board reviewed a response letter addressed from the Office of the State Comptroller, Division of Local Government and School Accountability. Sachem Public Library will implement the State Auditors findings and suggestions into regular operating business procedures.

Minutes

The minutes of the Board meeting of October 17, 2016 were approved. (Longo, Flavin; unanimous)

The minutes of Executive Session of October 17, 2016 were approved. (Paulsen, Flavin; unanimous)

Payroll and Related Expenses

The Payroll and Related Expenses for October 2016 in the amount of \$499,056.67 was approved. (Flavin, Longo; unanimous)

Warrant #11 dated October 1, 2016 in the amount of \$12,401.50 was approved. (Paulsen, Flavin; unanimous)

Warrant #13 dated October 6, 2016 in the amount of \$37,401.71 was approved. (Longo, Barone; unanimous)

Warrant #14 dated October 20, 2016 in the amount of \$111,269.62 was approved. (Flavin, Paulsen; unanimous)

The Payroll Summary for October 2016 was approved. (Longo, Paulsen; unanimous)

Treasurer's Report

The Treasurer's Report for October 2016 in the amount of \$6,490,374.59 was approved. (Flavin, Barone; unanimous)

Schedule of Bills

Trustee, Marguerite Barone reviewed the November 21, 2016 Schedule of Bills before being presented to the Board for their approval.

The November 21, 2016 Schedule of Bills, Warrant #15 in the amount of \$213,513.82 was approved. (Flavin, Longo; unanimous)

Administrator's Reports

Ms. McCahey added the following to her report:

Ms. McCahey stated that she met with Senator Flanagan and Senator Croci at the Farmingville Chamber of Commerce. She will send out a formal invitation for them to appear at the Studio Space Launch at the January 2017 Board meeting. The January Board meeting has been rescheduled to the Children's Room at 6:30 p.m. on Tuesday, January 17, 2017.

Ms. McCahey stated the Friends are changing their winter book sales. Rather than doing a long weekend in a reserved community room; they have decided the book sale may have more exposure setting up tables near the lobby of the library on scheduled weekends.

LILRC is looking at Sachem Public Library as a destination for their Legislative Breakfast in September 2017.

The Haunted Garden had approximately 2000 visitors. Neely passed out a printout of a social media thread featured on Sachem Moms containing feedback from the Spooky Walk.

Destress Days for Sachem Public Library staff members are December 5th through 15th.

Tend Coffee will begin operation in the Café on December 2016.

Vote Sachem Public Library for the Best Library of Long Island before December 15, 2016.

Mrs. Feitzinger had nothing to report.

Department Reports

The statistics were analyzed and discussed.

SCLS Board Report

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

Mrs. Barone stated that on her last report SLCS was proposing to purchase best sellers and rotate them among the system's libraries. At the meeting the Directors decided to use those resources for the use of downloads instead. SCLS now owns a complete Virtual Reality System to share among the library system. SCLS thanked Sachem Public Library staff members; Robert Buchenhain, Christopher Krause and Jamie Edrich for their help configuring SCLS's computer to get their Virtual Reality System running. Mrs. Barone also stated that all member libraries votes are in for 2016. An average of 82.89% voters voted YES!

Conference Reports

The Board reviewed the New York Library Association (NYLA) conference reports with interest. Ms. McCahey indicated that everyone enjoyed the conference.

Old Business

Ms. McCahey showed samples of materials to the Board for the Circulation Desk area. Demolition will begin on Monday, January 16, 2017. The library will be closed for a holiday that day. The construction company will also be doing overnight work to get the job completed.

Ms. McCahey stated that the library will be applying for an Energy Efficiency Grant for the Boiler and Lighting projects. The strategy is to start one of the projects at the end of this fiscal year and the other will begin at the start of the following fiscal year.

The Board reapproved the Alcohol/Drug Free Workplace, Code of Personal Conduct, Credit Card, Display & Exhibit, Internet Usage, Nepotism and Purchasing policies with no revisions. (Paulsen, Longo; unanimous)

New Business

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

The Board approved the Proposed FY2017 SCLS Operating Budget. (Flavin, Paulsen; unanimous)

The Board approved to extend the expiration of library cards from 3 three year to a five year period. (Flavin, Barone; unanimous)

The Board reviewed the Friends of Sachem Public Library's 2017 Scholarship application offered to graduating seniors who live in the Sachem School District.

On the Director's recommendation the Board authorized the lease agreement between Sachem Public Library and Tend Coffee, Chokola'j LLC at 924 Montauk Highway in Shirley, NY 11967. The terms of the agreement will be for a period of one year ending on November 30, 2017. (Paulsen, Longo; unanimous)

The Board approved the Personnel Report. (Flavin, Longo; unanimous)

The SCLS Annual Meeting will be held on Wednesday, December 7, 2016 at 8:00 p.m.

The Annual Trustee Workshop at SCLS will be on Wednesday, January 18, 2017, 7:00 p.m.; weather date 1/25/17.

The Board adjourned to Executive Session at 8:31 p.m. for discussion of the Director's Annual Review (one year from hire date). (Barone, Paulsen; unanimous)

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

Correspondence

A letter of thanks was received from Senator Thomas Croci.

Adjournment

The meeting was adjourned at 9:20 p.m.

Respectfully submitted,

Dennis Flavin