

**SACHEM PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
OCTOBER 17, 2016  
7:00 P.M.**

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

The meeting was called to order at 7:04 p.m.

The meeting began with the salute to the flag.

Public Participation: None.

Marguerite Barone informed the trustees that she would not be able available for the October 17, 2016 Board meeting and was formally excused.

**Minutes**

The minutes of the Board meeting of September 19, 2016 were approved. (Winowitch, Flavin; unanimous)

The minutes of Executive Session of September 19, 2016 were approved. (Flavin, Winowitch; unanimous)

**Payroll and Related Expenses**

The Payroll and Related Expenses for September 2016 in the amount of \$466,591.27 was approved. (Longo, Flavin; unanimous)

Warrant #9 dated September 8, 2016 in the amount of \$19,928.89 was approved. (Winowitch, Flavin; unanimous)

Warrant #10 dated September 22, 2016 in the amount of \$101,908.58 was approved. (Flavin, Longo; unanimous)

The Payroll Summary for September 2016 was approved. (Flavin, Winowitch; unanimous)

**Treasurer's Report**

The Treasurer's Report for September 2016 in the amount of \$6,275,564.80 was approved. (Longo, Winowitch; unanimous)

**Schedule of Bills**

Trustee, Dennis Flavin, reviewed the October 17, 2016 Schedule of Bills before being presented to the Board for their approval.

The October 17, 2016 Schedule of Bills, Warrant #12 in the amount of \$155,022.36 was approved. (Winowitch, Longo; unanimous)

**Administrator's Reports**

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

Ms. McCahey added the following to her report:

Sachem Public Library received \$40,000 in State bullet aid for the fiscal Year 2016/2017 from Senator Boyle, Senator Croci and Senator Flanagan. The Library's first Spooky Walk will be held in the garden next week. One of the food trucks from the Fall Festival will be offering a Spooky Garden Dessert Menu. Some of the decorations will be removed from the garden at night so trespassers do not destroy them. A discussion took place concerning the vandalism on the Sachem Public Library grounds after library hours. Ms. McCahey stated the Friends of Sachem Public Library will hold on to their annual donated Battle of the Band funds for future use. The Battle of the Bands program will not be a program this year due to a lack of interest. They will donate money to the Museum Adventure Passes. The Friends Holiday Luncheon will be held on December 8, 2016. Ms. McCahey stated Ms. Coates, Community Outreach Librarian, has been making headway with the Sachem Schools and will be working with Superintendent, Dr. Kenneth Graham in the future. Ms. McCahey is proud to announce that the RFP process for the Café is closed. There were nine RFP interested applicants. One submission was received and will hopefully be operating by November. Ms. McCahey shared with the Board an email she received from a library patron complimenting staff member, Jamie Edrich with helping her with a computer program issue.

Mrs. Feitzinger reported to the Board about a CommunityConnect web-software. The software integrates Sachem Public Library market segmentation, demographic and other data so we can better understand our community, predict what people are interested in and deliver relevant services to them. For example, an area where there is market potential would be a great place to target to get residents to obtain their library cards. Mrs. Feitzinger also reported that the staff has received their flu shots on October 6, 2016. They also attended a workshop on October 13, 2016 for the NYS's 529 College Saving Plan. Presently, staff is getting Active in Autumn.

### **Department Reports**

The Board reviewed the department statistics with interest. Ms. McCahey stated staff reached out to SeniorNet to come back to do programs in the technology center. Unfortunately SeniorNet is uninterested at this time to do programs for the Sachem Public Library due to their headquarters being far away.

### **Old Business**

The Circulation renovation will start the end of November.

On the director's recommendation the Board to approve the ratification of the Part-time Clerical and Page Unit. The contract covers the period of July 1, 2016 through June 30, 2019. (Winowitch, Flavin; unanimous)

### **New Business**

The Board reviewed the EAP Report.

The SCLS Draft 2017 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 revision of the Travel Policy. A suggestion recommended by New York State Auditors to implement into the Library's Policies. (Flavin, Winowitch; unanimous)

On the Director's recommendation the Board to approve the reduction in fee for a replacement library card. The fee will be \$1.00 for a replacement card to patrons. (Winowitch, Longo; unanimous)

On the Director's recommendation the Board to approve the purchase of an engraving machine for patron use in the Sachem Public Library Adult Studio Space from Best Equipment Sales Co., Distributor of Epilog Laser Systems at Woodoak Drive, Westbury 11590, in the amount of \$13,995.00. (Flavin, Longo; unanimous)

The Board approved the dates for the regular monthly Board of Trustees meetings for 2017 and determination of rotation for monthly signing of bills. (Winowitch, Flavin; unanimous)

The Board approved the leave of absences on the Personnel Report. (Winowitch Longo; unanimous)

The Board reviewed the following *other* business:

On the director's recommendation the Board to accept the proposal of Lounge Lizard for design development of Phase 2 of the new Sachem Public Library responsive design website. The total price will not exceed \$30,000. (Longo, Winowitch; unanimous)

Mr. Flavin asked the Director what the process would be to have a 24 hour library kiosk at the Ronkonkoma Railroad Station. Ms. McCahey will follow up after contacting the vendor that supplies the kiosks.

Sachem Public Library is hosting a Special Needs Fair on Saturday, November 5, 2016 from 11:00 a.m.-3:00p.m.

The Board adjourned to Executive Session at 8:20 p.m. for the Director's Annual Review (one year from hire date). (Winowitch, Longo; unanimous)

Regular session resumed at 8:36 p.m.

The next regular Board Meeting will be held on Monday, November 21, 2016 at 7:00 p.m.

### **Adjournment**

The meeting adjourned at 9:09 p.m.

Respectfully submitted,

Dennis Flavin