

**SACHEM PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
JANUARY 16, 2018
7:00 P.M.**

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

The meeting was called to order at 7:09 p.m.

The meeting began with the salute to the flag.

Public Participation: None

Minutes

The minutes from the Board meeting of December 18, 2017 were approved. (Winowitch, Barone; unanimous)

Payroll and Related Expenses

The Payroll and Related Expenses for December 2017 in the amount of \$507,885.84 was approved. (Flavin, Longo; unanimous)

Warrant #20 dated December 14, 2017 in the amount of \$127,321.01 was approved. (Barone, Flavin; unanimous)

Warrant #22 dated December 28, 2017 in the amount of \$21,187.62 was approved. (Longo, Winowitch; unanimous)

The Payroll Summary for December 2017 was approved. (Longo, Barone; unanimous)

Treasurer's Report

The Treasurer's Report for December 2017 in the amount of \$6,001,323.13 was approved. (Winowitch, Flavin; unanimous)

Schedule of Bills

Trustee, Robert Winowitch, reviewed the January 16, 2018 Schedule of Bills before being presented to the Board for their approval.

The January 16, 2018 Schedule of Bills, Warrant #21, in the amount of \$122,621.67 was approved. (Barone, Longo; unanimous)

Administrator's Reports

To her report Ms. McCahey added the following:

Ms. McCahey gave the Board a review of community meetings she had attended during the past month. Then she presented to the Board her proposed three year plan.

Mrs. Feitzinger reported to the Board that system-wide circulation of physical items dropped 40% since 2009. The circulation of Sachem Public Library had dropped 36.09% in that time frame. The door count at Sachem Public Library in 2017 reached 650,386 and increased by 44,194 (7.3%) from 2009.

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 the SCLS union contract passed and will be valid through 2020. NYLA has instituted a Sustainable Library Certification Program. SCLS wants to coordinate "mindful" ordering; specifically ordering with recycling in mind. It would cost libraries \$560 the first year and will go down in price each year for a total of three years. The cost will not exceed \$1,000. The SCLS Lending Library has available a karaoke system, a giant Jenga and Connect Four. Mrs. Barone also stated that SCLS will send out trained staff along with equipment to libraries. SCLS coordinated Cyber Security Software; which is available to all member libraries to train and test staff on the risks of viruses attacking their computers.

Internal Auditor's Report

The Board reviewed the Internal Auditor's report. Ms. McCahey indicated that the Internal Auditor's recommendations to transfer funds between budget lines will be discussed at the February board meeting.

Conference Report

The conference report to the Library Marketing and Communication Conference in Dallas, Texas was reviewed with interest.

Old Business

Ms. McCahey gave an update on building renovations. The Boiler Project is completed once the punch list is finished. Rebate paperwork will be processed through National Grid. The rebate will be \$4,000 for each boiler. The LED project is 85% completed.

The Board approved the following revised policies: (Flavin, Longo; unanimous)
Collection Development Policy
Collection Development Statement of Concern about Library Resources
Food and Drink Policy

The Board approved the revision of the Board of Trustees Meeting Dates/Budget Hearing Meeting for 2018. (Barone, Winowitch; unanimous)

New Business

The Board approved the attendance of Danielle Krause and Alexandra Mercado to the Library Journal/School Library Journal Public Libraries Think Tank Conference in Miami, Florida on February 23-23, 2018. The Board approved the attendance of Lauren Gilbert and Kelly Coates to the bi-annual Public Library Association's Conference to be held in Philadelphia, Pennsylvania on March 20-24, 2018. (Longo, Barone; unanimous)

The Board approved one night of overnight travel to Albany on February 27, 2018 for Neely McCahey, Alicja Feitzinger, Robert Winowitch, Carol Paulsen, Kelly Coates, Cara Perry, Laura Panter, Kristen Stroh, Amy Johnston and Alexandra Mercado for meetings being held in advance of Library Advocacy Day activities. (Longo, Barone; unanimous)

On the Director's recommendation the Board approved purchase of 3 Mac Pros and required support software to be purchased from Apple Inc., 1 Infinite Loop, Cupertino, CA 95014. The total price is \$11,693.94. This request follows the guidelines of the Sachem Public Library's purchasing policy. (Barone, Longo; unanimous)

On the Director's recommendation the Board awarded the Mini-Bid to Genesee Valley Ford, LLC at 1695 Interstate Drive, Avon, NY 14414 for a 2018 Ford Transit 250 LR Van. The total price equals \$27,981.96. Genesee Valley Ford, LLC was the lowest bidder. The purchase price of the van was approved in the 2017/2018 budget as part of the equipment budget line and is being purchased under NYS contract pricing. (Longo, Flavin; unanimous)

On the Director's recommendation the Board accepted the name change of Sachem Public Library's existing bank. Bridgehampton National Bank named changed to BNB Bank, 220 Montauk Highway, PO Box 3005, Bridgehampton, NY 11932 as of December 30, 2017. (Winowitch, Flavin; unanimous)

The Board adopted the legal notice for the FY 2018/2019 Budget Vote and Trustee Election on April 10, 2018. (Flavin, Winowitch; unanimous)

The trustee position held by Marguerite Barone is up for vote this year. Mrs. Barone will seek re-election.

The Board will proceed with the Director's review at the February 15, 2018 Board meeting.

Other

On the Director's recommendation the Board awarded the contract of the Children's Outdoor Classroom Project to J.M. Nassau Suffolk Landscaping Co., Inc., 80 Montauk Highway, East Moriches, NY 11940. J.M. Nassau Suffolk Landscaping Co., Inc. was the original lowest bidder of five bidders on November 9, 2017. However the bids exceeded library's budget and the architect negotiated with J.M. Nassau Suffolk Landscaping's original bid to bring the cost of the project within the library's budget. The total contract price is \$150,000. (Flavin, Longo; unanimous)

The Director reminded the Board that Library Advocacy Day will be on February 27 & 28, 2018.

The Long Island Library Conference will be held on Thursday, May 3, 2018 in Melville, NY.

The next Board Meeting will be Thursday, February 15, 2018

Adjournment

The meeting was adjourned at 8:49 p.m.

Respectfully submitted,

Robert Winowitch