

**SACHEM PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
MARCH 19, 2018
7:00 P.M.**

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

Guests: Alexandra Mercado, Librarian I, Reference Department

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

The meeting began with the salute to the flag.

Public Participation: None.

Robert Winowitch informed the trustees that he would not be able available for the March 19, 2018 Board meeting and was formally excused.

Minutes

The minutes from the Board meeting on February 15, 2018 were approved. (Flavin, Barone; unanimous)

The minutes of Executive Session on February 15, 2018 were approved. (Flavin, Longo; unanimous)

Payroll and Related Expenses

The Payroll and Related Expenses for February 2018 in the amount of \$502,324.76 was approved. (Flavin, Longo; unanimous)

Warrant #27 dated February 8, 2018 in the amount of \$21,075.01 was approved. (Longo, Barone; unanimous)

Warrant #29 dated February 22, 2018 in the amount of \$134,530.94 was approved. (Longo, Flavin; unanimous)

The Payroll Summary Report for February 2018 was approved. (Flavin, Longo; unanimous)

Treasurer's Report

The Treasurer's Report for February 2018 in the amount of \$6,324,449.24 was approved. (Longo, Barone; unanimous)

Schedule of Bills

Trustee, Carol Paulsen, reviewed the March 19, 2018 Schedule of Bills before being presented to the Board for their approval.

The March 19, 2018 Schedule of Bills, Warrant #28, in the amount of \$295,543.18 was approved. (Flavin, Longo; 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 everyone who attended Library Advocacy Day. New York State is planning on restoring aide. Ms. McCahey informed the Board that Councilman Kevin LaValle is sponsoring the *3-in-1 Recycling* event on Saturday, April 7, 2018 at the Sachem Public Library. News 12's Lily Stolzberg has expressed interest in filming a segment here. Programmer, Johnathan Greene is partnering with the Sachem Public Library on two things. One is a *Build it Forward* program. Another is a program using Raspberry Pi technology to develop a *Holiday LED Light Show* with music. The staff will build it first and then they will offer classes to the community to help us build it for the Inside/Out and patrons can use that knowledge for their own personal use. Ms. McCahey distributed a picture the wooden Indian Princess displayed at *Flowers by Virginia*. Ms. McCahey and Mrs. Feitzinger have and will continue to meet with all the departments to discuss the three year plan.

Mrs. Feitzinger reported to the Board on Studio and Outreach statistics. Two new charts were added to the monthly statistical report prepared for the Board. The website, statisticalatas.com breaks up the three towns in the Sachem School District. 66 % of residents live in the Town of Brookhaven, 30.4% residents live in the Town of Islip and 3.6 % residents live in the Town of Smithtown. Mrs. Feitzinger reported to the Board of that staff members donated blood on February 23, 2018.

Department Reports

The Board reviewed all the department statistics with interest. The Studio statistics and Outreach statistics now have been added to the monthly department reports.

SCLS Board Report

Marguerite Barone, a member of the Board of Trustees of the Suffolk Cooperative Library System reported to the Board that there was not a March meeting. Mrs. Barone reported to the Board on the February SCLS meeting. Teen services at SCLS presented at the Sachem Public Library to approximately 30 staff members focusing on teenage brain function. Mrs. Barone informed the Board that SCLS held a four county wide program on *Brainfuse*. Lindenhurst Library has purchased *Starling* for patrons to borrow that babies can wear to count how many words the baby can hear in a day. Ruth Westfall, Assistant Director of Member & Technology Services is retiring in June.

Conference Report

The conference reports to the Public Libraries Think Tank Conference in Miami, Florida were reviewed with interest.

Old Business

The Budget Vote and Trustee Election will be held on Tuesday, April 10, 2018, 9:30 a.m. to 9:00 p.m. Marguerite Barone is running unopposed for re-election.

Ms. McCahey gave an update on renovations. She stated that the LED Lighting Project is getting closer to be finished. It is approximately 90 percent complete. The electricians will be working on the dimmers next.

A discussion about the mission statement took place. Mrs. McCahey stated the mission statement should be concise, different and not the same as the neighboring libraries. The Board approved changing the Library's mission statement to **Inspire. Engage. Educate.** Tagged with the Sachem Public Library logo "Your Place to Grow." It will roll out as part of the three year plan. (Paulsen, Longo; unanimous)

Other

Carol Paulsen, Board President, read letter of recognition from Erin Sharschmidt. Ms. Sharschmidt was a guest at the February 15, 2018 Board Meeting.

New Business

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

On the director's recommendation the Board approved the T-Mobile bill to be paid with the first of the month's bills. T-Mobile offers 15 portable hot spots to be lent out to community members. (Barone, Longo; unanimous)

The Personnel Report was approved. (Flavin, Barone; unanimous)

The Board adjourned into Executive Session at 8:01 p.m. to discuss the employment of the Library Director. (Longo, Flavin; unanimous)

Regular Session resumed at 8:33 p.m.

The Annual Budget Meeting will be on Wednesday, March 28, 2018 at 7:00 p.m. in the Children's Program Room.

Ms. McCahey reminded the trustees that the Long Island Library Conference will be held on Thursday, May 3, 2018 in Melville, New York.

The next Board Meeting will be held on Monday, April 23, 2018 at 7:00 p.m.

Adjournment

The meeting was adjourned at 8:35 p.m.

Respectfully submitted,

Carol Paulsen