

**SACHEM PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
REVISED
APRIL 23, 2018
7:00 P.M.**

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

The meeting was called to order at 7:05 p.m.

The meeting began with the salute to the flag.

The Board adopted of the Agenda. (Flavin, Barone; unanimous)

Public Participation: None

Neely McCahey informed the trustees that she would not be able available for the April 23, 2018 Board meeting and was formally excused.

The Board accepted the passed Budget Vote and Trustee Election results. (Winowitch, Flavin; unanimous). The Board congratulated Marguerite Barone on her re-election as Library Trustee. The vote results were 320 to 63.

Minutes

The minutes of the Regular Board meeting of March 19, 2018 were approved. (Barone, Flavin; unanimous)

The minutes of Executive Session on March 19, 2018 were approved. (Longo, Winowitch; unanimous)

The minutes of the Sachem Public Library Annual Budget Hearing on March 28, 2018 were approved. (Longo, Barone; unanimous)

Payroll and Related Expenses

The Payroll and Related Expenses for March 2018 in the amount of \$506,003.82 was approved. (Barone, Flavin; unanimous)

Warrant #30 dated March 8, 2018 in the amount of \$21,282.18 was approved. (Flavin, Winowitch; unanimous)

Warrant #31 dated March 22, 2018 in the amount of \$133,022.42 was approved. (Longo, Barone; unanimous)

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

Treasurer's Report

The Treasurer's Report for March 2018 in the amount of \$6,352,693.27 was approved. (Winowitch, Barone; unanimous)

Schedule of Bills

Trustee, Marguerite Barone, reviewed the April 23, 2018 Schedule of Bills before being presented to the Board for their approval.

The April 23, 2018 Schedule of Bills, Warrant #33, in the amount of \$237,364.76 was approved. (Flavin, Winowitch; unanimous)

Administrator's Reports

The Board reviewed each of the Administrator's Reports with interest.

Mrs. Feitzinger reported on the coordinated order initiated by SCLS that Sachem public Library will be participating in. It is an online security training called KnowBe4. It integrates baseline testing using mock attacks, engaging interactive simulated phishing attacks to build a more resilient and secure organization. The staff has been informed of this new form of training.

Department Reports

The Board reviewed the department statistics with interest.

Conference Reports

The Board reviewed with interest the conference reports for the PLA Conference in Pennsylvania.

Internal Auditor's Report

The Board reviewed the Internal Auditor's report.

Old Business

The construction crews have begun to break ground for the Outdoor/Nature Classroom. The Board took a tour to see the start of the construction. They also stopped by the Teen program, *Pizza and Politics with Suffolk County Legislator William Lindsay*, where they thanked him for his support throughout the years.

New Business

On the Director's recommendation the Board approved the Transfer of Funds. (Barone, Flavin; Motion)

On the Director's recommendation the Board approved the annual renewal subscription for Adobe Photoshop, Adobe Acrobat, Adobe Creative Cloud, and Adobe InDesign. The product will be purchased from Adobe Systems Inc., at 29322 Network Place, Chicago, IL 60673 for \$12,056.64. (Winowitch, Flavin; unanimous)

On the Director's recommendation the Board approved amnesty on Children's library cards for the time period of June 3 - June 10, 2018 to coincide with the start of Summer Reading Club. All fines will be waived on items checked out on the J (juvenile) Library cards. (Flavin, Winowitch; unanimous)

On the Director's recommendation the Board approved a delayed opening at 2 p.m. on Monday, May 14 for a Staff Development Day. The public will be notified in advance of this change by way of our webpage, social media accounts and email. (Flavin, Barone; unanimous)

The Personnel Report was approved. (Winowitch, Longo; unanimous)

Other

Marguerite Barone, a member of the Board of Trustees of the Suffolk Cooperative Library System reported to the Board on the SCLS April Board Meeting. She was not present at the April Board meeting however she reviewed the content of what was discussed at the meeting. The Lending Library has a T-shirt Launcher and a Candy/Confetti Launcher. SCLS also approved the Environmental Policy. This is the one of the first steps to get a Sustainability Certificate.

The LTA 2018 Trustee Institute will be held on April 27 and 28, 2018 at the Uniondale Marriott.

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, May 21, 2018 at 7:00 p.m.

Correspondence

A letter from a community member was received.

A letter from Legislator William Lindsay III was received.

Mrs. Paulsen also read a letter from an art gallery consultant interested in using Sachem Public Library as a venue to display art work.

Marguerite Barone and Dennis Flavin informed the Board that they will not be able to attend May 21, 2018 Board Meeting.

Adjournment

The meeting was adjourned at 8:48 p.m.

Respectfully submitted,

Robert Winowitch