

**SACHEM PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
SEPTEMBER 17, 2018  
7:00 P.M.**

The regular meeting of SACHEM Public Library Board of Trustees was attended by Dennis Flavin, Marguerite Barone, Carol Paulsen, 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.

Robert Winowitch and Diane Longo informed the trustees that they would not be available for the September 17, 2018 Board meeting and were formally excused.

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

Public Participation: None

**Minutes**

The minutes of the Board meeting of August 20, 2018 was approved. (Paulsen, Barone; unanimous)

**Payroll and Related Expenses**

The Payroll and Related Expenses for August 2018 in the amount of \$529,646.24 was approved. (Paulsen, Barone; unanimous)

Warrant #6 dated August 9, 2018 in the amount of \$22,118.76 was approved. (Barone Flavin; unanimous)

Warrant #7 dated August 23, 2018 in the amount of \$140,033.38 was approved. (Paulsen, Flavin; unanimous)

The August 2018 Payroll Summary was approved. (Barone, Paulsen; unanimous)

**Treasurer's Report**

The Treasurer's Report for August 2018 in the amount of \$6,593,216.28 was approved. (Barone, Paulsen; unanimous)

**Schedule of Bills**

Trustee, Denis Flavin reviewed the September 17, 2018 Schedule of Bills before being presented to the Board for their approval.

The September 17, 2018 Schedule of Bills, Warrant #8 in the amount of \$292,777.98 was approved. (Paulsen, Barone; 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 the staff for their hard work during the Fall Festival. The event was well planned and went very well. This year Sachem Public Library will be present at all elementary schools' back to school nights. Ms. McCahey stated that the library will be updating their welcome to the library brochure to be a trifold which will include a tear off library application. Ms. McCahey informed the Board our external auditors finished up their audit. The auditors will give a presentation of their findings and recommendations at the October Board Meeting. Ms. McCahey stated that the Sexual Harassment Policy will need to be updated in accordance to recent laws. Mrs. Feitzinger will be arranging mandated staff training on sexual harassment by the end of the year. Ms. McCahey stated changes in the organizational chart will include a Community Engagement/Studio Department. With the retirement of the Senior Library Clerk in Technical Services; Ms. McCahey stated that the Library will post the vacant position, Library Clerk internally. Ms. McCahey informed the Board that there will be proper signage hung about behavior and maintenance in the Discovery Grove.

Ms. McCahey informed the Board to the following upcoming events:

On October 3<sup>th</sup> the Farmingville Chamber of Commerce will meet in the Children's room at 6:30 p.m. followed by a tour of the Library. On October 12<sup>th</sup> the Lake Ronkonkoma Civic Organization will be hosting "Meet the Candidate" for state elections in Community Room A at 6:30 p.m. On October 13<sup>th</sup> the 2<sup>nd</sup> Annual Great Giveback will take place from 9:30 a.m.-1:00 p.m. with a cleanup of Lake Ronkonkoma. On October 19<sup>th</sup> Assemblyman Douglas Smith is hosting the Summer Reading Challenge Award Ceremony in Community Room A at 6 p.m. The Library will assist with the Ronkonkoma Chamber of Commerce Triathlon on October 20<sup>th</sup>. From October 25-27 and 29-30 the Spooky Walk will be taking place in Inside/Out.

Mrs. Feitzinger reviewed the amount of purchased discounted tickets to the Bronx Zoo, Riverhead Aquarium and New York Botanical Gardens that have been on sale since June 15<sup>th</sup> and as of September 12<sup>th</sup>. The Riverhead Aquarium had 617 tickets sold, The Bronx Zoo had 152 tickets sold and the New York Botanical Gardens had 16 tickets sold. Mrs. Feitzinger shared with the Board the Welcome Desk statistics. Between March and August of 2018 our Welcome desk handled 13,042 walk-in inquires (an average of 2,174 per month, 73 per day) and 5,639 telephone calls (an average of 939 per month, 31 a day). Considering that during the same time period our door count was 345,543, an average of about 4% of our visitors stopped by the Welcome desk. Mrs. Feitzinger also added to her report that Sachem Public Library is participating in "See and be Seen" campaign conducted by Suffolk County Department of Health Services. The staff scarecrow decorating contest is on the way. The staff raised \$145 on Casual for Cause Day on August 3 and on July 20<sup>th</sup> the New York Blood Center collected 54 units of blood from 41 donors.

## **Department Reports**

The Board reviewed the department statistics with interest.

## **SCLS Board Report**

Mrs. Barone reported to the Board that the carport solar panels are nearing completion. Rooftop panels have produced 2/3 power from 998 panels. SCLS has two new trustees on the SCLS Board and three seats will open up for next term. SCLS LED Lighting Project and Digital Security Camera System will begin installation.

## **Old Business**

Nothing to report.

## **New Business**

On the Directors recommendation the Board approved Adobe Systems Inc. to be paid with the out of schedule bills. Adobe strict terms of NET 30 has caused the cancelation issues for staff member using various products. Adobe will not negotiate longer payment terms. (Barone, Paulsen; unanimous)

## **Other**

The Board approved the following *other* business:

*On the Director's recommendation the Board adopt the following resolution authorizing the Sachem Public Library Board of Trustees to join the County-wide shared services initiative and execute the SuffolkShare inter-municipal cooperation agreement.*

***WHEREAS**, in accordance with the County-wide shared services property tax savings law adopted by New York State, representatives of the County, Towns, Villages and Districts within the County of Suffolk approved a plan for shared, coordinated and efficient services (the "Shared Services Plan"); and*

***WHEREAS**, participating Towns, Villages and Districts within the County wish to create, in accordance with applicable New York Law, SuffolkShare, a cooperative organization to serve its members by pursuing options including, but not limited to operating and maintaining a regional procurement system, assisting its members in compliance with state bidding requirements, identifying qualified vendors of commodities, goods and services, facilitating the sharing of services and providing a platform to share information and facilitate discussions between members, all in an effort to realize potential economies, including administrative cost savings for SuffolkShare members; and*

***WHEREAS**, Article 5-G of the General Municipal Law authorizes municipal entities to join together for the provision of municipal services for the performance among themselves or one for the other of their respective functions, powers and duties on a cooperative basis; now therefore be it*

***RESOLVED**, that the SACHEM PUBLIC LIBRARY, be and hereby is authorized to enter into all shared services activities and programs in the Suffolk County shared services initiative. (Paulsen, Barone; unanimous)*

The Director reminded the Board that the Legislative Breakfast to be held on Friday, September 21, 2018 at the Brentwood Library.

The Director reminded the Board that Empire State Libraries Fundraiser (formerly known as PLDA Golf Fundraiser and Dinner) will be held on Thursday, September 27, 2018.

The Director reminded the Board that the SCLS Trustee Workshop: What Does It Mean to Support Children's Literacy Today? will be held on Tuesday, November 13, 2018.

The next Board Meeting will be Monday, October 15, 2018 at 7:00 p.m.

The Director informed the Board that LILRC Annual Conference at The Heritage Club at Bethpage will be held in Farmingdale on October 25 and October 26, 2018.

### **Adjournment**

The meeting was adjourned at 8:12 p.m.

Respectfully submitted,

Dennis Flavin