

**SACHEM PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
FEBRUARY 16, 2017
7:00 P.M.**

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

The meeting was called to order at 7:08 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 February 16, 2017 Board meeting and was formally excused.

Guests: Amy Johnston and Lisa Stevens from Children's Services. Mrs. Johnston and Ms. Stevens presented to the Board their vision of an Educated Nature Classroom. The Board thanked the ladies and they were impressed with the ideas in their presentation.

Minutes

The minutes of the Board meeting of January 17, 2017 were approved. (Winowitch, Flavin; unanimous)

Payroll and Related Expenses

The Payroll and Related Expenses for January 2017 in the amount of \$514,325.13 was approved. (Flavin, Longo; unanimous)

Warrant #23 dated January 1, 2017 in the amount of \$13,236.60 was approved. (Longo, Winowitch; unanimous)

Warrant #24 dated January 12, 2017 in the amount of \$20,553.54 was approved. (Winowitch, Flavin; unanimous)

Warrant #26 dated January 26, 2017 in the amount of \$131,001.42 was approved. (Longo, Flavin; unanimous)

The Payroll Summary for January 2017 was approved. (Winowitch, Flavin; unanimous)

Treasurer's Report

The Treasurer's Report for January 2017 in the amount of \$6,159,873.83 was approved. (Longo, Winowitch; unanimous)

Schedule of Bills

Trustee, Robert Winowitch, reviewed the February 16, 2017 Schedule of Bills before being presented to the Board for their approval.

The February 16, 2017 Schedule of Bills, Warrant #25, in the amount of \$143,015.20 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 updated the Board of Trustees with the outreach opportunities that the library employees are coordinating. The Think Tank Team has many local businesses providing discounts to patrons when they use their library cards during National Library Week in April. Sachem Public Library is now a 12 month food donation center partnered with Long Island Cares thanks to Ms. Perry. Ms. Coates has coordinated with the Sachem North High School Library to introduce The Studio equipment to the high school students.

Mrs. Feitzinger reported to the Board that she attended the Sachem Central School District Board of Education meeting on January 18, 2017. She stated that the current tax cap will allow the district to increase the 2017/2018 budget by 1.26%, \$2,567,975. Mrs. Feitzinger also reported to Board on the usage of online Newspapers and Magazines. Countywide the use of Flipster went up 42% in the year 2016. Online SPL patron use of Newsday increased by 30% in 2016. Mrs. Feitzinger informed the Board of two staff initiatives, Active in Winter and a healthy snacks cookbook.

Department Reports

The Board reviewed all the department statistics with interest.

SCLS Board Report

Nothing to report

Old Business

On the director's recommendation the Board approved the revised Maker Space Policy. The engraving machine charge will change from \$1.00 an hour to \$.25 a minute. (Flavin, Winowitch; unanimous)

New Business

The Board approved the Proposed Budget for FY 2017/2018 as presented. (Longo, Flavin; unanimous)

The Board approved the Library's 2017 Report to New York State for Public and Association Libraries. (Winowitch, Longo; unanimous)

On the director's recommendation the Board approved the appointment of Nawrocki, Smith LLP as the Library's External Auditor for the year ending 2017. In accordance with their engagement letter, Nawrocki, Smith LLP will conduct the audit of the Library's financial statements for the year ending June 30, 2017 at a fee not to exceed \$15,500.00. (Flavin, Longo; unanimous)

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

Ms. McCahey reminded the trustees that Library Advocacy Day will be held in Albany, NY on February 28 and March 1, 2017.

Ms. McCahey informed the trustees that the LTA 2017 Trustee Institute will be held on April 27 and 28, 2017 at the Uniondale Marriott, New York.

Ms. McCahey reminded the trustees that the Long Island Library Conference will be held on Thursday, May 4, 2017 in Melville, New York.

The Library Budget Hearing will be held on Monday, March 20, 2017 at 7:00 p.m. in the Children's Program Room. Trustees were reminded to bring their FY 2017/2018 Proposed Budget Books.

Correspondence

A letter from Nawrocki Smith LLP was received.

A revised letter of retirement from Lynne Kennedy, Head of reference was received.

Adjournment

The meeting was adjourned at 9:10 p.m.

Respectfully submitted,

Dennis Flavin