

**SACHEM PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
MAY 15, 2017  
7:00 P.M.**

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

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

The meeting began with the salute to the flag.

Public Participation: None

**Minutes**

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

**Payroll and Related Expenses**

The Payroll and Related Expenses for April 2017 in the amount of \$502,178.16 was approved. (Longo, Flavin; unanimous)

Warrant #33 dated April 1, 2017 in the amount of \$21,560.20 was approved. (Winowitch, Flavin; unanimous)

Warrant #34 dated April 6, 2017 in the amount of \$22,059.65 was approved. (Longo, Paulsen; unanimous)

Warrant #35 dated April 20, 2017 in the amount of \$123,879.43 was approved. (Barone, Longo; unanimous)

**Payroll Summary**

The Board approved the Payroll Summary for April 2017. (Winowitch, Flavin; unanimous)

**Treasurer's Report**

The Treasurer's Report for April 2017 in the amount of \$6,395,213.82 was approved. (Longo, Flavin; unanimous)

**Schedule of Bills**

Trustee, Carol Paulsen, reviewed the May 15, 2017 Schedule of Bills before being presented to the Board for their approval.

The May 15, 2017 Schedule of Bills, Warrant #36, in the amount of \$175,374.12 was approved. (Paulsen, Winowitch; 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 followed up with a question the Board had from the April 17, 2017 Board Meeting. Afterdark, the vendor responsible for maintaining the Inside/Out, description on an invoice stated billing only from April through December because the company does not provide maintenance to the area from January through March. The outside entrance sign will be repainted at the sign company's expense due to premature peeling. The Friends' of Sachem Public Library are donating \$1500 toward the new Summer Reading Club event. The Summer Reading Club will now be featuring STEAMcom (*Science, Technology, Engineering, Arts, and Music*), in hopes this will become an annual event. Congratulations to Sebastian Bond and Tyler Machado this year's winners of the Friends' \$500.00 scholarship. Ms. McCahey stated when she attended SCLS Friends' meeting one of the topics of discussions were book sales. The Sachem Public Library Friends' President shared at the meeting that they have decided to move the book sales to the lobby rather than having the event in a community room. This concept is working well for the Friends' of the Sachem Public Library, it is bringing in the same revenue and setup and cleanup is much easier. The Friends' Annual Luncheon will be on Friday, June 16, 2017. Ms. McCahey reported on the Sachem Central School District Board of Education Meeting. Ms. McCahey stated the Teen program; Pizza and Politics featured Senator Thomas Croci. The program went very well and the department will be planning another Pizza and Politics night in the fall. Ms. McCahey distributed design plans for the Children's Nature Garden. The design plans from the library architect included an additional exit and the plans will be approved in the near future. Ms. McCahey announced that the Board members will receive new business cards with the updated logo on them. Ms. McCahey stated the library is looking into acquiring charging lockers for in-house events and for outreach programs.

Ms. Feitzinger followed up and reported to Board about RFID. She stated she met the manufacturer of the RIFD Company. The company had their recommendations of utilizing a sorter behind the book drop in the Circulation department. Mrs. Feitzinger also followed up and reported to the Board on the collection agency. On May 1, 2017 Sachem Public Library stopped reporting new submissions to Unique Management. On May 31, 2017 the collection agency will complete its cycle reporting updates. Beginning June 1, 2017 all notices will be sent out via email or mail if there is no patron email record. Mrs. Feitzinger stated the staff attended Staff Appreciation Day on April 24, 2017 and thanked the Board for attending. Staff members also participated in a plant swap at the beginning of May.

## **Department Reports**

The Board reviewed the department statistics with interest. Ms. McCahey stated the Adult and Teen stats are inaccurate and will be corrected on the next month's Board meeting reports.

## **SCLS Board Report**

Marguerite Barone, a member of the Board of Trustees of the Suffolk Cooperative Library System reported to the Board all member libraries in Suffolk County budgets passed. (79.8% yes). The solar panels are up and running. There is a projected savings of \$29,000 a year. Mrs. Barone stated the Lending Library has 6 event signs available. The signs sit in the ground (2 point to the left, 2 point to the right and 2 point straight). The E-rate form has been filed. The expectation is to be reimbursed a 45 percentage rate for the service year. The demo lab has two new vendors. Cool Nerd, which is a digital content kiosk and Empire Digital Signs, which is a touch screen interactive sign. It allows the users to discover library services and a digital map of a library building.

## **Conference Reports**

The Board reviewed the conference report for NYLS YSS Conference and C&NN International Conference and Summit with interest.

## **Old Business**

Nothing to report

## **New Business**

On the director's recommendation the Board approved the purchase for 6 Aruba switches for the server room to be purchase from Connection (formerly GovConnection) at 732 Milford Road, Merrimack, New Hampshire 03054-4631, at a price not to exceed \$12,000. This purchase will be made under state contract. (Paulsen, Longo; unanimous)

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

On the director's recommendation the Board approved the appointment of Mr. Donald Fischer CPA, 6800 Jericho Turnpike, Syosset, NY 11791 as the Library's Internal Auditor for the year ending June 30, 2018. In accordance to his proposal letter. (Longo, Paulsen; Motion)

The Personnel Report was approved. The start of Ms. Mercado was amended to June 26, 2017. (Longo, Flavin; unanimous)

## **Other**

1. Ms. McCahey reported to the Board that negotiations for the Full-time Clerical Unit are running smoothly and they meet again this week.
2. On the director's recommendation the Board approved the purchase of installation of Replacement Air Conditioning Units to replace Unit #1 and #6 and recoat to seal and insulate the associated Rooftop/Exterior air-conditioning ductwork from Trane/IR Ingersol Climate Control Technologies in the amount of \$68,662.94. This replacement is being purchased under GSA contract. (Longo, Flavin; unanimous)
3. On the director's recommendation the Board approved amended Makerspace Policy to reflect the suggested changes to button making guidelines and appropriate content parameters. (Winowitch, Longo; unanimous)
4. On the director's recommendation the Board approved the desTEENation card. The library card will be offered to teens at the school visits. The card will now offer privileges to in-house desTEENation technology. (Flavin, Barone; unanimous)
5. Mrs. Barone invited the Assistant Superintendent of Curriculum Instruction from Sachem School District to tour Sachem Public Library's *Studios*. The tour will be on May 24, 2017 and he will be bringing his predecessor.
6. Mrs. Barone read a letter addressed to the Board of Trustees from the Town of Brookhaven. The letter informed the Trustees that there will be a workshop held on May 18, 2017 at the Town Hall. The purpose of the workshop is to engage all Taxable District Commissioners and Village Officials in the discussion to implement more cost effective and efficient operations.

The Legislative Breakfast will be on Friday, September 15, 2017 at the Sachem Public Library.

The PLDA Golf Fundraiser and Dinner will be held on Thursday, September 28, 2017.

The next Board Meeting will be held on Monday, June 19, 2017 at 7:00 p.m.

**Correspondence**

A letter of retirement from Nancy McCole.

A letter of retirement from Linda Nichols.

**Adjournment**

The meeting was adjourned at 8:58 p.m.

Respectfully submitted,

Dennis Flavin