

**SACHEM PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
JUNE 19, 2017
7:00 P.M.**

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

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 June 19, 2017 Board meeting and was formally excused.

Minutes

The minutes of the Board meeting of May 15, 2017 were approved. (Paulsen, Longo; unanimous)

Payroll and Related Expenses

The Payroll and Related Expenses for May 2017 in the amount of \$530,977.60 was approved. (Longo, Paulsen; unanimous)

Warrant #37 dated May 4, 2017 in the amount of \$20,774.18 was approved. (Flavin, Longo; unanimous)

Warrant #38 dated May 18, 2017 in the amount of \$176,024.13 was approved. (Barone, Longo; unanimous)

Payroll Summary

The May 2017 Payroll Summary was approved. (Paulsen, Longo; unanimous)

Treasurer's Report

The Treasurer's Report for May 2017 in the amount of \$6,509,983.23 was approved. (Longo, Flavin; unanimous)

Schedule of Bills

Trustee, Marguerite Barone, reviewed the June 19, 2017 Schedule of Bills before being presented to the Board for their approval.

The June 19, 2017 Schedule of Bills, Warrant #39, in the amount of \$318,262.81 was approved. (Paulsen, Longo; unanimous)

Administrator's Reports

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

To her report Ms. McCahey added the following:

Sachem Public Library will participate in The Great Give Back; a county-wide event on October 14, 2017. The goal is to have at least 43 member libraries take part. Ms. McCahey reported to the board that the Brookhaven Town Efficiency Meeting informed villages, fire districts and libraries how to take advantage of coordinated orders with the town. Ms. McCahey also attended an informational meeting with the MacArthur Business Alliance concerning the LIRR and Ronkonkoma hub. Ms. McCahey informed the board that SED approval is not required for the Children's department Outdoor Classroom. Ms. McCahey presented to the Board the new webpage design. The webpage will go live in the near future. Ms. McCahey stated that the STEAMcom and summer reading club kickoff was very successful.

Mrs. Feitzinger reported on patron privacy for their library account. She explained that there are mandatory changes to card holders to have emails and/or passwords to their library account. The passwords must have minimum of 8 characters, a mixture of letters and numbers and no special characters. Patron's full last names will no longer be printed on hold slips. The first three letters of the last name followed by the last four digits of the telephone number. Staff will no longer create passwords for patrons. Mrs. Feitzinger also reported on staff events. Casual Friday on June 7, 2017 raised \$155 for Long Island Cares Food Bank. The Friends' Staff Luncheon was on June 16, 2017.

Department Reports

The Board reviewed all the department statistics with interest.

SCLS Board Report

Mrs. Barone reported that SCLS purchased a contract in which member libraries can send three staff members to Harwood Outreach Training. Mrs. Barone also reported that a committee for New York State is looking into the minimum standards for libraries. The committee's goal is to modernize these standards because it has been approximately 25 years since the standards have been reviewed. SCLS stated they are expecting a minimal impact on the member libraries.

Old Business

Ms. McCahey gave an update on the ongoing building projects:

The three major projects for this summer are the LED interior lighting, the replacement of the AC units, and the Boiler project. A stage curtain will be added to community Room A. The WiFi signal in the Inside/Out has been enhanced.

Ms. McCahey reported the terms of the Memorandum of Agreement between the Library and the Full-time Clerical Unit. The contract will cover the period of July 1, 2017 through June 30, 2020. On the director's recommendation the Board motioned to ratify this agreement and

approve the contract between the library and the Full-time Clerical Unit. (Paulsen, Flavin; unanimous)

New Business

On the director's recommendation the Board approved the purchase the Cloud backup storage contract from Horizon Tek, 50 North New York Avenue, Huntington, NY 11743 with purchase price for the Cloud backup storage not to exceed \$12,052.00. The backup Cloud storage was approved in the 2016/2017 budget as part of the Computer Equipment Software budget line. (Longo, Barone; unanimous)

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

The Board discussed the following *other* business:

1. Mrs. Barone recently reviewed the existing internet policy and suggested it be updated.

The Board adjourned to Executive Session at 8:45 p.m. to discuss the Directors' Review and the Personnel Report for Non-Affiliated Staff. (Longo, Paulsen; unanimous)

Regular Session resumed at 9:05 p.m.

The Non-Affiliated Staff Personnel Report was approved. (Longo, Flavin; unanimous)

The next Board Meeting will be held on Monday, July 17, 2017 at 7:00 p.m.

The director reminded the Board that the Legislative Breakfast will be held at the Sachem Public Library on September 15, 2017.

The director reminded the Board that the PLDA Golf Fundraiser and Dinner will be on Thursday, September 28, 2017

Correspondence

A letter of retirement was received from Barbara Slater, Library Clerk in Circulation.

Adjournment

The meeting was adjourned at 9:12 p.m.

Respectfully submitted,

Dennis Flavin