

**SACHEM PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
AUGUST 21, 2017
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, Neely McCahey and Sandra Bartalis.

The meeting was called to order at 7:01 p.m.

The meeting began with the salute to the flag.

Alicja Feitzinger informed the trustees that she would not be available for the August 21, 2017 Board meeting and was formally excused.

Public Participation: None

Minutes

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

Payroll and Related Expenses

The Payroll and Related Expenses for July 2017 in the amount of \$536,574.53 was approved. (Flavin, Winowitch; unanimous)

Warrant #2 dated July 1, 2017 in the amount of \$14,909.50 was approved. (Flavin, Longo; unanimous)

Warrant #3 dated July 13, 2017 in the amount of \$20,647.54 was approved. (Winowitch, Barone; unanimous)

Warrant #5 dated July 27, 2017 in the amount of \$121,903.26 was approved. (Flavin, Winowitch; unanimous)

Payroll Summary

The July 2017 Payroll Summary was approved. (Barone, Winowitch; unanimous)

Treasurer's Report

The Treasurer's Report for July 2017 in the amount of \$6,496,773.70 was approved. (Longo, Flavin; unanimous)

Schedule of Bills

Trustee, Diane Longo, reviewed the August 21, 2017 Schedule of Bills before being presented to the Board for their approval.

The August 21, 2017 Schedule of Bills, Warrant #4, in the amount of \$420,637.48 was approved. (Flavin, Winowitch; unanimous)

Administrator's Report

The Board reviewed the director's report with interest.

To her report, Ms. McCahey added the following:

Ms. McCahey thanked the staff for their fantastic customer service throughout the solar eclipse. The library received hundreds of phone calls and many questions concerning the eclipse glasses. The Sachem Public School District's Administrators toured the library today, August 21, 2017. The Think Tank Team held a gaming event with Spider Bite Brewery and it went very well. Pub Fiction will be looking for a new venue for their Monday night book discussions. The current place will be hosting Monday night football. The Outreach department stated they had an excellent location at the Holbrook Chamber of Commerce Carnivals and reached out to many community members. Ms. McCahey informed the Board about an incident that occurred with the Children's programming room door. The door closed on the patron's hand causing injury. The library's insurance company is working with the patron. Ms. McCahey distributed the draft of the welcome booklet that will be used at the Legislative Breakfast. Ms. McCahey also distributed a sample of different styles of headers to be used for the newsletter. The web developer for the Sachem Public Library's new webpage is working out finishing touches. Ms. McCahey stated that wainscoting will be installed in the gallery next week.

Department Reports

The Board reviewed the department statistics with interest. The Board noticed that on-line circulation numbers were down however the SCLS number stated there was an increase in the month of June. Ms. McCahey will report back to the Board on the factors that make up the stats for the Sachem Public Library.

Old Business

Ms. McCahey gave an update on the building projects:

The Boiler project should be completed in September. Sachem Public Library is eligible for a rebate for the new boilers. The LED Lighting project will begin after PSEG does their onsite inspection. Ms. McCahey informed the Board that masonry cleaning for the concrete and sealing for the limestone proposal has come in high. The director stated she will do some more investigation concerning the cleaning and sealing. Ms. McCahey stated that the Children's Outdoor classroom will go out for bid in the near future. The Circulation department's RFID pads will be remounted to address reading errors. Signage in the Circulation department will be added to four alcoves.

New Business

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

On the directors recommendation the Board passed a resolution and approved the use of two discarded iPads to be used as the summer reading club prizes for eligible participants in the

Teen Department. The discarded iPads are valued at approximately \$200 each. (Flavin, Winowitch; unanimous)

The Board approved the Sachem Public Library Closings for 2018. (Winowitch, Barone; unanimous)

On the director's recommendation the Board approved the annual maintenance agreement for the heating, ventilation and air conditioning systems with Thermal Solutions, P.O. Box 12066, Hauppauge, NY 11788 for a total contract price of \$10,065.00 effective September 1, 2017 through August 31, 2018. The library is contracted to pay four installment payments of \$2,516.25. (Longo, Flavin; unanimous)

On the director's recommendation the Board approved the cleaning and resealing of the parking lot as per proposal #17269 dated July 20, 2017 from Parkline Asphalt Maintenance, Inc. 1877 Montauk Highway, Brookhaven, NY 11719. The price will be \$13,720.00 and work will be done on Sunday, September 3, 2017 weather permitting or over two days to accommodate the library's schedule. (Flavin, Winowitch; unanimous)

On the director's recommendation the Board approved the award for a 3-year contract, November 1, 2017 to October 30, 2020, for two color printing in the main bid format and the larger format of the Library Newsletter, to Haig Graphic, Inc. 690 Old Willets Path, Hauppauge, NY 11788. Haig Graphic, Inc. was the lowest bidder. On the director's recommendation the Board also accepted Haig Graphic, Inc.'s alternate bid for 4-color printing. The acceptance of both main and alternate bids will provide the option to print in 4-color at any time within the contract period. (Barone, Longo; unanimous)

On the director's recommendation the Board adopted the following resolution:

WHEREAS pursuant to an architectural/engineering proposal dated February 3, 2016 Sachem Public Library shall replace the existing lighting fixtures throughout the Library with higher efficiency LED fixtures and/or LED Lamps at 150 Holbrook Road Holbrook, NY; and

WHEREAS it is the intention of the Board of Trustees that this lighting fixture replacement will increase the library's electrical efficiency with respect to the lighting in the library and reduce the library's carbon footprint; and

WHEREAS the Board of Trustees wishes to designate and set aside the fund from which the purchase and installation expenses will be paid.

NOW THEREFORE, be it resolved that, subject to further resolution of the Board of Trustees, the cost of replacing the existing lighting fixtures throughout the Library with higher efficiency LED fixtures and/or LED Lamps, shall be paid from the Building Alterations Line in the 2017/2018 Budget and/or the Fund Restricted for Capital Improvements. (Barone, Longo; unanimous)

On the director's recommendation the Board adopt the following resolution:

WHEREAS pursuant to an architectural/engineering proposal dated February 3, 2016 Sachem Public Library shall replace the existing Steam Boiler and Steam Hot Water Exchanger with a new Hot Water Heating Plant at 150 Holbrook Road Holbrook, NY; and

WHEREAS it is the intention of the Board of Trustees to utilize the new Hot Water Heating Plant to increase the Library's heating plant efficiency and reduce the library's carbon footprint; and

WHEREAS the Board of Trustees wishes to designate and set aside the fund from which the purchase and installation expenses will be paid.

NOW THEREFORE, be it resolved that, subject to further resolution of the Board of Trustees, the cost of removing the existing Steam Boiler and Steam Hot Water Exchanger Plant and

configuring, purchasing and installing a new Hot Water Heating Plant, shall be paid from the Building Alterations Line in the 2017/2018 Budget and/or the Fund Restricted for Capital Improvements. (Longo, Winowitch; unanimous)

The Board approved the Personnel Report. (Longo, Flavin; unanimous)

Other

The following was discussed and/or approved under other business:

- 1. On the director's recommendation the Board approved the following conferences in 2018: Four people to attend PLA National Conference on March 20-24, 2018 to be held in Philadelphia, PA. Two professionals to attend Computers in Libraries Conference on April 17-19, 2108 to be held in Arlington, VA. Two staff members to attend Social Media Week on April 24-27, 2018 to be held in New York City. Two staff members to attend the ALA Conference on June 21-26, 2018 to be held in New Orleans, LA. Four staff members to attend the NYLA Conference on November 7-10, 2018 to be held in Rochester, NY. (Flavin, Winowitch; unanimous)*
- 2. Marguerite Barone, a member of the Board of Trustee of the Suffolk Cooperative Library System reported to the Board the following:
The Hardwood Institute is sold out. SCLS will be using electronic communication and will be eliminating paper memos. Flipster is down 10% from last year. BrainFuse Online Learning is up from last year.*
- 3. Mrs. Barone stated that her automatic renewals have been working differently lately and was wondering if other community members have been experiencing the same issues. Some renewal items seem to be renewing too soon. The director stated she will investigate the issue.*
- 4. Mrs. Barone indicated that the trees entering the building are covering the Sachem Public Sign. "Public" seems to be the only word visible through the overgrown trees. Ms. McCahey will contact the landscaper.*

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

The director reminded the Board that the PLDA Golf Fundraiser and Dinner will be on Thursday, September 28, 2017. Ms. McCahey informed the Board that Jerry Nichols will be honored at the PLDA dinner.

The next Board Meeting will be held on Monday, September 18, 2017 at 7:00 p.m.

The director informed the Board that the SCLS Trustee Workshop: Libraries- Education: A new Way of Thinking will be held on October 5, 2017.

Correspondence

A letter from a community member.

A letter from Senator Thomas Croci.

Adjournment

The meeting was adjourned at 8:07 p.m.

Respectfully submitted,

Robert Winowitch