

**SACHEM PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
SEPTEMBER 18, 2017
7:00 P.M.**

The regular meeting of Schem Public Library Board of Trustees was attended by Dennis Flavin, Diane Longo, Marguerite Barone, Carol Paulsen, 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

Minutes

The minutes of the Board meeting of August 21, 2017 was approved. (Flavin, Barone; unanimous)

Payroll and Related Expenses

The Payroll and Related Expenses for August 2017 in the amount of \$503,639.17 was approved. (Longo, Flavin; unanimous)

Warrant #6 dated August 10, 2017 in the amount of \$25,488.16 was approved. (Flavin, Longo; unanimous)

Warrant #7 dated August 24, 2017 in the amount of \$122,145.20 was approved. (Barone, Flavin; unanimous)

The August 2017 Payroll Summary was approved. (Barone, Longo; unanimous)

Treasurer's Report

The Treasurer's Report for August 2017 in the amount of \$6,460,044.75 was approved. (Barone, Flavin; unanimous)

Schedule of Bills

Trustee, Marguerite Barone reviewed the September 18, 2017 Schedule of Bills before being presented to the Board for their approval.

The September 18, 2017 Schedule of Bills, Warrant #8 in the amount of \$162,087.18 was approved. (Winowitch, Flavin; 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 Board and staff for their support during the Legislative Breakfast and the Fall Festival. Sachem Public Library has been nominated for 2018 Best of Long Island Public Library. Ms. McCahey stated staff has attended 8 of the 10 elementary back to school nights and averaging 30 new library cards a visit. The library also planned to attend all the middle schools and both of the high schools back to school nights as well. The Director is very proud to see how far the library has come with the interaction with in the schools. Ms. McCahey distributed a printout of a social media thread involving a Middle County patron moving into the Sachem District; who was inquiring about the Sachem Public Library. The current residents responded with positive feedback. Ms. McCahey stated the Historical Society grand reopening will be on September 24, 2017. Ms. McCahey informed the Board that she hopes the new webpage will roll out by the next board meeting. Ms. McCahey noted that the book arch designed out of uncirculated books has created positive reactions from community members. Ms. McCahey shared with the Board Fall Festival highlights.

Mrs. Feitzinger reported to the Board that Brainfuse usage has more than doubled since the beginning of the subscription. The attribution of growth reflects the publicity campaign developed and executed by the librarians during school visits. Mrs. Feitzinger followed up with the Board concerning the Paid Family Leave Act. During her investigation she stated that many of Long Island Libraries are not going to enroll into the program in January. She will check into the libraries that are in the same zone as Sachem Library.

Department Reports

The Board reviewed the department statistics with interest.

SCLS Board Report

Mrs. Barone reported to the Board that SCLS cleared out a huge area to store items for their Lending Library. Mrs. Barone stated that SCLS has begun their budget process for the next fiscal year.

Internal Auditor's Report

The Board reviewed the Internal Auditor's Report.

Old Business

Ms. McCahey gave an update on renovations. The Boiler Project will be completed in the near future. Mrs. Feitzinger stated that the bushes in the garden will be removed in early November. Ms. McCahey informed the Board that the Children's Department Outdoor Classroom project will realistically begin in the early spring.

On the Directors recommendation the Board approved a change order for the LED lighting fixture project to include the Teen area. The parameter of this project would be to change out the current pendant fixtures with energy efficient 2x2's similar to the ones being used

in the remainder of the building for a sum of \$15,000. Work will be completed by CDL Electric Inc. at 91 Bridge Road, Hauppauge, NY 11788. (Winowitch, Barone; unanimous)

The LED Lighting project will start this week. Mrs. Barone suggested to donate the outdated fixtures to an outside organization.

New Business

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

The Board approved the leave of absence on the Personnel Report. (Winowitch, Flavin; unanimous)

The Board adjourned to Executive Session at 8:22 p.m. (Winowitch, Longo; unanimous)

Regular Session resumed at 8:40 p.m.

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

The next Board Meeting will be held on Monday, October 16, 2017 at 7:00 p.m.

The Director informed the Board that the LILRC Annual Conference at the Carlyle on the Greene, Bethpage State Park in Farmingdale will be October 26 and October 27, 2017.

Correspondence

A letter from Superintendent of the Sachem Central School District.

A letter from a community member.

Adjournment

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

Respectfully submitted,

Robert Winowitch