

**SACHEM PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
NOVEMBER 20, 2017
7:00 P.M.**

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

The meeting was called to order at 7:02 p.m.

The meeting began with the salute to the flag.

Robert Winowitch and Marguerite Barone informed the trustees that they will not be available for the November 20, 2017 Board meeting and were formally excused.

Public Participation: None

Minutes

The minutes of the Board meeting of October 16, 2017 were approved. (Longo, Flavin; unanimous)

The minutes of the SCLS Trustee Caucus for October 16, 2017 were approved. (Flavin, Longo; unanimous)

Payroll and Related Expenses

The Payroll and Related Expenses for October 2017 in the amount of \$525,752.83 was approved. (Flavin, Longo; unanimous)

Warrant #12 dated October 1, 2017 in the amount of \$15,520.50 was approved. (Flavin, Longo; unanimous)

Warrant #13 dated October 5, 2017 in the amount of \$34,272.96 was approved. (Flavin, Longo; unanimous)

Warrant #14 dated October 19, 2017 in the amount of \$123,162.92 was approved. (Longo, Flavin; unanimous)

The Payroll Summary for October 2017 was approved. (Flavin, Longo; unanimous)

Treasurer's Report

The Treasurer's Report for October 2016 in the amount of \$6,654,578.60 was approved. (Flavin, Longo; unanimous)

Schedule of Bills

Trustee, Dennis Flavin reviewed the November 20, 2017 Schedule of Bills before being presented to the Board for their approval.

The November 20, 2017 Schedule of Bills, Warrant #15 in the amount of \$210,148.55 was approved. (Flavin, Longo; unanimous)

Administrator's Reports

Ms. McCahey added the following to her report:

Ms. McCahey stated that Sachem Public Library has been nominated for the Best of Long Island best public library for 2018; voting can be done through December 15, 2017. The budget process has begun. The webpage launch will be on December 12, 2017. Ms. McCahey stated that the Ronkonkoma Hub project is moving forward. The SCLA dinner on Friday, November 17, 2017 gave Sachem Public Library an honorable mention to the Think Tank Team for one of their marketing campaigns. SCLS PALS web hosting server will go through Amazon. An outreach opportunity will be starting in Farmingville at La La's Flea Market Farmingville Hills Chamber of Commerce who will be hosting a winter farmers market every other Saturday from November through March.

Mrs. Feitzinger reported on news from the American Publishers and Publishers Weekly from October 2016 through October 2017. She stated that the overall publisher's revenue had increased 3.5%, the sale of hardcover books increased 10%, the downloadable audios have increased 32% and eBooks decreased 2%. She also stated sales of adult non-fiction increased 9%, sales of adult fiction fell .6% and the sales of juvenile fiction increased 2%. Mrs. Feitzinger also reported on the events for the staff. Sixty employees participated in the candy counting contest, 2607 patrons voted on a pumpkin contest. The Teen department won first prize. November is a month of gratitude.

Department Reports

The statistics were analyzed and discussed.

SCLS Board Report

Nothing to report.

Conference Reports

The Board reviewed the New York Library Association (NYLA) conference reports with interest. Ms. McCahey indicated that everyone enjoyed the conference.

Old Business

Ms. McCahey gave update on the renovations. The boiler project is almost complete. The LED Lighting project is 70% completed. Once the company is finished they will begin switching out the fixtures in desTEENation. The Outdoor Classroom went to bid on November 9, 2017. The Director will have recommendations to present to the Board at the next Board meeting.

The Board approved the Proposed FY2018 SCLS Operating Budget. (Longo, Flavin; unanimous)

New Business

The Board unanimously approved the election of Marguerite Barone as SCLS Trustee. (Longo, Flavin; unanimous)

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

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

Other

Dennis Flavin thanked the staffed for all their efforts during the Legislative Breakfast and the Fall Festival.

The SCLS Annual Meeting will be held on Wednesday, December 6, 2017.

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

Adjournment

The meeting was adjourned at 8:25 p.m.

Respectfully submitted,

Robert Winowitch