

**SACHEM PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
MARCH 21, 2016
7:15 P.M.**

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

The meeting was called to order at 7:15 p.m.

The meeting began with the salute to the flag.

Minutes

The minutes of the Board meeting on February 22, 2016 were approved. (Barone, Paulsen; unanimous)

Payroll and Related Expenses

The Payroll and Related Expenses for February 2016 in the amount of \$465,937.50 was approved. (Flavin, Barone; unanimous)

Warrant #28 dated February 11, 2016 in the amount of \$27,847.47 was approved. (Paulsen, Barone; unanimous)

Warrant #29 dated February 25, 2016 in the amount of \$103,421.81 was approved. (Winowitch; Barone; unanimous)

The Payroll Summary Report for February 2016 was approved. (Barone, Winowitch; unanimous)

Treasurer's Report

The Treasurer's Report for February 2016 in the amount of \$5,432,217.34 was approved. (Paulsen, Flavin; unanimous)

Schedule of Bills

Trustee, Marguerite Barone, reviewed the March 21, 2016 Schedule of Bills before being presented to the Board for their approval.

The March 21, 2016 Schedule of Bills, Warrant #30, in the amount of \$147,990.99 was approved. (Flavin, 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 thanked the Friends of the Library for their \$500 donation. The donation went to the purchased bags which were given out at the 100th Anniversary Celebration on March 19, 2016.

Ms. McCahey announced that Mr. Lyle Paul Gomes is stepping down as the Library's Treasurer. He will finish out his obligations until the end of the fiscal year 2016. A RFP replacement will be issued. Mrs. Ortiz asked the internal auditor and Mr. Gomes for any replacement recommendations. Mrs. Barone suggested to contact Kevin Verbese at SCLS for references.

Ms. McCahey updated the Board on the Sachem Central School District Board of Education meetings she attended.

Ms. McCahey indicated she has a meeting scheduled with the Café owners this week.

Ms. McCahey and Mr. Cox met with the Lake Ronkonkoma Historical Society Board of Trustees. The Historical Society requested a proper lease from the Sachem Public Library in order to submit paperwork for grants. The Board approved the request for the attorney to write up a formal lease agreement for the Historical Society. The Lake Ronkonkoma Historical Society requested Sachem Public Library inform them of visits prior to arrival at the Hawkins Avenue property. Ms. McCahey stated that the library will be working together with the Historical Society with future building maintenance projects and also will be building a partnership in producing future events. Ms. McCahey presented the Board a copy of the Lake Ronkonkoma Daily Eagle. The newsletter was created by the Lake Ronkonkoma Heritage Association. Featured in the newsletter is an announcement of a ceremony dedicated to Lillian DeVere taking place at the Historical Society on April 17, 2016. A discussion took place on the addition of a Lake Ronkonkoma Heritage Association landmark sign to the Hawkins Ave, Lake Ronkonkoma property.

Ms. McCahey showed the Board the *Best of Long Island's* paper stating Sachem Public Library as winner for the best library on Long Island for the year 2016. She also showed them a Sachem Public Library advertisement featured in the periodical. Mrs. Barone inquired if the library was going to receive the Best of Long Island's plaque. Ms. McCahey stated she will report to the Board when they have received the plaque.

Ms. McCahey had brought the trustees in cookies that Brad Silverman's regular bakery created with the new logo on it. The trustees would like to use the cookies for future events. Mr. Winowitch suggested creating 100th Anniversary ornaments. Mrs. Barone thought the teen volunteers can gain community services hours if they created projects on the 3D printer.

Mrs. Feitzinger informed the Board she attended an all-day customer service workshop on March 16, 2016. A few key points from the presentation can easily be translatable to work in the library. She stated excellent customer service is one the most important aspects to customer relations.

Mrs. Feitzinger reported to the Board that SCLS has contracted Zepheira. Zepheira is a web program that will increase the profile of Suffolk County Libraries in the web. This will allow patrons to search for a desired title and receive a search result followed by "-Public Libraries in Suffolk County".

Mrs. Feitzinger also reported to the Board that staff participated in the following events; Leap Day Blood Drive, Lunch & Learn: Genealogy and on St. Patrick's Day employees wore the color green and ate green food.

Department Reports

The Board reviewed all the department statistics with interest. The Board noted a continuous increase in the Technology Center usage. Ms. Barone suggested to add a "Google Drive" computer class.

SCLS Board Report

Marguerite Barone, a member of the Board of Trustees of the Suffolk Cooperative Library System reported to the Board of the recent SCLS elections of Robert Becker (President), Edward Wendol (Vice President), Michael Lennon (Treasurer), Frances Bell (Secretary), and newly elected trustees Charles Rosner and Barry Latney.

Mrs. Barone stated to send a letter as the Board of Sachem Public Library to the legislators to thank them for the increase received in state library aid they proposed to the Governor.

Mrs. Barone reported to Board that union contracts were approved.

Mrs. Barone stated Kevin Verbesey, Director at SCLS, thanked Sachem Public Library for their representation at Library Advocacy Day in Albany, NY on March 2, 2016.

Conference Reports

The Board reviewed the conference reports for Computers in Libraries in Washington DC with interest.

Old Business

The Budget Vote and Trustee Election will be held on Tuesday, April 5, 2016, 9:30 a.m. to 9:00 p.m. Robert Winowitch is running unopposed for re-election.

Ms. McCahey reported on the renovations. The tightening of poles and installation of caps on the exterior lighting has been completed. The solar company has the monitor working. The asphalt company will repave of the entrance of the parking lot in the near future. Ms. McCahey gave an update of the Circulation Desk renovation. The architect is working on design concepts.

Ms. McCahey gave an update on the Custodial Contractual Unit negotiations. They are almost complete. Ms. McCahey stated she has scheduled a meeting with the Part-time Clerks and Pages Unit union representatives in April.

New Business

On the director's recommendation the Board awarded the contract for Library Security to Simaren Corp., dba Wisdom Protective Services, 120-34 Queens Blvd., Suite 225, Kew Gardens, NY 11415, for the period of April 1, 2016 through March 31, 2019, the lowest bidder. (Flavin, Winowitch; unanimous)

Ms. McCahey reminded the trustees that the LILRC 50th Anniversary Gala will be held on April 14, 2016 at the Caryle on the Green at Bethpage State Park, New York.

Ms. McCahey reminded the trustees that the Long Island Library Conference will be held on Thursday, May 5, 2016 in Melville, New York.

On the director's recommendation the Board approve the attendance of Megan McGinnis to the Playmakers Retreat held in Boston, MA on October 15-16, 2016. (Longo, Winowitch; unanimous)

On the director's recommendation the Board accept the bid of MMJ Electrical Inc., 7 Pond View, St. James, NY 11780, in the amount of \$18,255.00 for the Handicapped Area Lighting Upgrades. MMJ Electrical Inc. was the lowest of the three bidders. (Flavin, Winowitch; unanimous)

Other

The Board thanked all the volunteers for all their efforts at the 100th Anniversary Celebration Event held on Saturday, March 19, 2016. They were very pleased with the event and thought it was wonderful. The Board truly appreciates the Sachem Public Library staff.

Mrs. Barone inquired about the vandalism in the Inside/Out. There was a discussion about adding motion sensor lighting or cameras in the future. Mr. Flavin inquired about the damage to the tree in the garden. Ms. McCahey stated two larger branches were broken off.

Mrs. Barone requested Ms. McCahey to notify Newsday of with a picture and a press release of the 100th Anniversary event.

Mr. Flavin stated to send a framed picture to Al Graf of the Board and him as a thank you for coming to the 100th Anniversary event.

Ms. McCahey informed the Board that they will gradually replace the old logo to the new logo starting with employee name badges and library cards.

The Board adjourned to Executive Session at 8:52 p.m. to discuss personnel. (Longo, Winowitch; unanimous)

Regular Session resumed at 9:04 p.m.

The next Board Meeting will be held on Monday, April 18, 2016 at 7:00 p.m.

Adjournment

The meeting was adjourned at 9:09 p.m.

Respectfully submitted,

Carol Paulsen