

**SACHEM PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
APRIL 18, 2016
7:00 P.M.**

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

The meeting was called to order at 7:13 p.m.

The meeting began with the salute to the flag.

Public Participation: None

The Board accepted the passed Budget Vote and Trustee Election results. (Paulsen, Flavin; unanimous) The Board congratulated Robert Winowitch on his re-election as Library Trustee. The vote results were 325 to 76.

Minutes

The minutes of the Sachem Public Library Annual Budget Hearing on March 21, 2016 were approved. (Winowitch, Barone; unanimous)

The minutes of the Regular Board meeting of March 21, 2016 were approved. (Flavin, Barone; unanimous)

The minutes of the Executive Session on March 21, 2016 were approved. (Paulsen, Winowitch; unanimous)

Payroll and Related Expenses

The Payroll and Related Expenses for March 2016 in the amount of \$463,966.49 was approved. (Winowitch, Paulsen; unanimous)

Warrant #31 dated March 10, 2016 in the amount of \$25,351.26 was approved. (Barone, Paulsen; unanimous)

Warrant #33 dated March 24, 2016 in the amount of \$106,226.22 was approved. (Flavin, Winowitch; unanimous)

The Payroll Summary Report for March 2016 was approved. (Winowitch, Flavin; unanimous)

Treasurer's Report

The Treasurer's Report for March 2016 in the amount of \$5,657,221.04 was approved. (Flavin, Winowitch; unanimous)

Schedule of Bills

Trustee, Carol Paulsen, reviewed the April 18, 2016 Schedule of Bills before being presented to the Board for their approval.

The April 18, 2016 Schedule of Bills, Warrant #32, in the amount of \$179,577.86 was approved. (Barone, 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 stated that staff members, Dana Mottola and Erick Gordy joined her and Mrs. Feitzinger in the ceremony dedicated to Lillian DeVere which took place at the Historical Society on April 17, 2016.

Ms. McCahey reported to the Board of her recent meeting with the Café owners. She informed the Café owners that there could be an intermission brought back during the Summer Outdoor Concerts. They were informed about the future renovation of the café. The owners requested to have better signage, a door count and be allowed to have snacks and foods that contain nuts. They also requested notification prior to larger library staff events that may impact their sales for the day. Mr. Flavin suggested to give them a copy of the Buzz Word.

The Board inquired about the vandalized fence in the Inside/Out. Ms. McCahey stated the fence company recommended to install a smaller linked chain fence to prohibit fence hopping.

Harriet Brown is retiring as the President of the Friends of Sachem Public Library. She will be replaced by Helen Stimatz, the current Vice President of the Friends. The officers of the Friends will give a plaque to go on a bench in the garden as a gift for Mrs. Brown's dedication and 9 years of service.

Ms. McCahey informed the Board that Sachem Public Library will be setting up a "Little Free Library" at the Holtsville Ecology Center this season.

Ms. McCahey has received contact names of a possible treasurers to replace Mr. Gomes.

A framed picture of Al Graf and the Board will be to the assemblyman's office. Thank you to the Board for that suggestion.

Mrs. Feitzinger reported on the changes she and John Cox made to the monthly statistical reports. These reports are included in the Department Board Reports.

Mrs. Feitzinger reported to the Board of staff events. The staff attended "Paint and Sip" night and the staff also attended a Financial Wellness workshop. Both events were organized by Megan McGinnis on behalf of the Sachem Engagement Team.

Staff Appreciation Day will be on Monday, April 25 from 1-2pm and 4-5pm. Mrs. Feitzinger distributed one of the favors that staff members will receive on Staff Appreciation Day.

Department Reports

The Board reviewed the department statistics with interest.

SCLS Board Report

Marguerite Barone, a member of the Board of Trustees of the Suffolk Cooperative Library System reported to the Board that there was not a meeting in April. Mrs. Barone stated she and another member of the SCLS Board, Ed Wendol, met with the Assistant Director of Longwood Library. The Longwood Library has a new and very impressive Library. The design layout was well thought out and the materials they used were eco-friendly.

Conference Reports

The Board reviewed with interest the conference reports for the PLA conference in Denver and the NYS Government Finance Officers' Association conference in Albany.

Old Business

Ms. McCahey reported to Board the renovations with the library. Ms. McCahey distributed a design layout for the Circulation Desk renovation. She indicated the materials and colors that will be utilized in the new design. Ms. McCahey will inform the Board when samples arrive. She also stated that the LED interior lighting project has been discussed with the architect. The drafting of documents for the Boiler Project will be starting. Ms. McCahey stated the parking lines have been repainted. The railings throughout the library will be painted as well. Mrs. Barone thanked Robert Downs and the custodial staff for the improvements made in the Senior Room.

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 and the Professional Unit in May.

New Business

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 approved the proposal for Lizard Lounge to develop the new Sachem Public Library responsive website. The total price will not exceed \$30,000. (Winowitch, Barone; unanimous) The Website Re-Design Committee selected Lounge Lizards as the best overall company for the future needs for the Sachem Public Library's webpage. The project is expected to take 6-8 months to complete.

Other

The Board apologized to the staff and community members for traffic congestion and long lines due to the Recycling Program on Saturday, April 16, 2016. If the event is done again next year the library will make plans for it to run more smoothly.

The Board adjourned to Executive Session at 8:42 p.m. to discuss the Director's Review. (Winowitch, Flavin; unanimous)

Regular Session resumed at 9:13 p.m.

The next Board Meeting will be held on Monday, May 16, 2016 at 7:00 p.m.

Adjournment

The meeting was adjourned at 9:15 p.m.

Respectfully submitted,

Carol Paulsen