

**SACHEM PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
JUNE 20, 2016
7:00 P.M.**

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

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

The meeting began with the salute to the flag.

Guest: Jamie Edrich from the Reference Department gave a presentation to the Board.

Public Participation: None

Minutes

The minutes of the Board meeting of May 16, 2016 were approved. (Winowitch, Paulsen; unanimous)

The minutes of Executive Session of May 16, 2016 were approved. (Winowitch, Paulsen; unanimous)

Payroll and Related Expenses

The Payroll and Related Expenses for May 2016 in the amount of \$451,148.95 was approved. (Barone, Paulsen; unanimous)

Warrant #38 dated May 5, 2016 in the amount of \$18,866.66 was approved. (Flavin, Winowitch; unanimous)

Warrant #39 dated May 19, 2016 in the amount of \$106,292.52 was approved. (Paulsen, Winowitch; unanimous)

Payroll Summary

The May 2016 Payroll Summary was approved. (Paulsen, Flavin; unanimous)

Treasurer's Report

The Treasurer's Report for May 2016 in the amount of \$6,101,054.46 was approved. (Flavin, Winowitch; unanimous)

Schedule of Bills

Trustee, Diane Longo, reviewed the June 20, 2016 Schedule of Bills before being presented to the Board for their approval.

The June 20, 2016 Schedule of Bills, Warrant #40, in the amount of \$301,976.47 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:

Community members enjoyed the Summer Reading Program Club Kick-off on June 18, 2016. Ms. McCahey asked the Board members to review and fill out the information the State Comptroller's Office requested. Ms. McCahey asked for guidance from the Board concerning the budget line which includes expenditures for the Maker Space Project. The Board decided not to transfer funds into the budget line and would like to see the budget line reflect the overage in order to allocate proper budgeted amount for next year. Ms. McCahey reported to the Board that the Maker Space will survey community members via webpage and throughout the library for ideas of what they would like to see at the Schem Public Library. Ms. McCahey stated an eagle scout is interested in contributing his time to do a project for the library.

Mrs. Feitzinger reported on usage of Museum Passes. From June 1, 2015 through May 31, 2016 the passes have been circulated 1,259 times. Currently Schem Public Library offers 17 Museum passes and the passes have been increasing in circulation every year. The most popular passes are American Museum of Natural History, the Long Island Children's Museum and MOMA. Mrs. Feitzinger reported the staff has been attending Safety Training Sessions on June 17, 20 and 21, 2016.

Department Reports

The Board reviewed all the department statistics with interest.

SCLS Board Report

Mrs. Barone reported SCLS will be utilizing a SMS Text Blast service to send notifications to member libraries. Mrs. Barone stated Live-brary is updating their website. It will be ready September 2016 and will be easier to use.

Old Business

Ms. McCahey gave an update on the ongoing building projects:

Ms. McCahey informed the Board the bid documents for the Circulation project were opened on Friday, June 17, 2016. Due to a low response here was only one bid to choose from and the director believed the bid was too high for this project. Ms. McCahey informed the Board that the bid will reappear in the newspaper and will be presented to the Board at the next board meeting. This will delay the project's start date.

Ms. McCahey stated the boiler project and the indoor upgrade to LED lighting project is waiting for State Education Department approval.

Ms. McCahey informed the Board the outdoor handicapped lighting project will begin in July.

Ms. McCahey stated that the solar project is completed. The final payment has been approved on warrant #40. Mr. Flavin inquired about the savings the library has received on the energy bill since the installation of the solar panels. Ms. McCahey stated John Cox is compiling savings information on the solar panels.

New Business

On the director's recommendation the Board the appointment of Eric Hofmeister as the Library Treasurer at a monthly fee of \$350.00 effective July 1, 2016. (Winowitch, Barone; unanimous)

On the director's recommendation, the Board approved the attendance of Neely McCahey, Ellen Hobson, Stacey Sansone, Laura Panter and Nancy Elliot to attend the annual New York Library Association's Conference to be held in Saratoga Springs, New York From November 2-5, 2016. (Flavin, Barone; unanimous)

On the director's recommendation, the Board approved the Disposition of Surplus of Property Policy. (Barone, Winowitch; unanimous)

A discussion took place concerning the exterior signage on the building. The signage will be comprised of matching fonts and the new logo.

The Board reviewed a letter from the Coordinator of Finance. The letter states payroll warrant #35 was dated April 4, 2016 when the pay date was April 7, 2016. The Coordinator of Finance will advise the internal and external auditors of this matter.

The Board reviewed a letter from a community member. The community member was concerned with the selection of movies shown at the library. Ms. McCahey stated the movies are previously screened prior to viewing. The library selects movies that are notable or award winning. The monthly newsletter includes a description as well as the rating of the movie.

The Board adjourned to Executive Session at 9:32 p.m. to discuss the Negotiations, Personnel Report and the Personnel Report for Non-Affiliated Staff. (Winowitch, Barone; unanimous)

Regular Session resumed at 10:00 p.m.

The Personnel Report and Non-Affiliated Staff Personnel Report was approved. (Winowitch, Flavin; unanimous)

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

The PLDA Golf Fundraiser will be held on September 22, 2016.

Correspondence

A letter of retirement was received from Melodie Smith, Clerk Typist in Circulation.

Adjournment

The meeting was adjourned at 10:07 p.m.

Respectfully submitted,

Carol Paulsen