

**SACHEM PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
DECEMBER 19, 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 7:03 p.m.

The meeting began with the salute to the flag.

Public Participation: None

Minutes

The minutes of the Board meeting of November 21, 2016 were approved. (Paulsen, Longo; unanimous)

The minutes of Executive Session of the Board meeting of November 21, 2016 were approved. (Longo, Paulsen; unanimous)

Payroll and Related Expenses

The Payroll and Related Expenses for November 2016 in the amount of \$1,182,767.57 was approved. (Winowitch, Flavin; unanimous)

Warrant #16 dated November 3, 2016 in the amount of \$21,928.46 was approved. (Longo, Winowitch; unanimous)

Warrant #17 dated November 17, 2016 in the amount of \$825,443.10 was approved. (Longo, Winowitch; unanimous)

The Payroll Summary for November 2016 was approved. (Flavin, Longo; unanimous)

Treasurer's Report

The Treasurer's Report for November 2016 in the amount of \$5,942,180.55 was approved. (Winowitch, Paulsen; unanimous)

Schedule of Bills

Trustee, Robert Winowitch, reviewed the December 19, 2016 Schedule of Bills before being presented to the Board for their approval.

The December 19, 2016 Schedule of Bills, Warrant #19, in the amount of \$153,237.51 was approved. (Flavin, Winowitch; unanimous)

Administrator's Reports

To her report Ms. McCahey added the following:

Ms. McCahey distributed an invitation that was sent to Senators Boyle, Flanagan and Croci for the opening of *The Studios* at the January Board meeting. The Budget Aide granted to Sachus Public Library from the Senators was used to create *The Studios*. The January Board meeting will be held in the Children's Room at 6:30 p.m. on Tuesday, January 17, 2017. Ms. McCahey compared the organizational charts from 2013 to the projected 2017 organizational chart. The vision of a blended team of employees rather than categorizing specific duties to certain departments. With *The Studios* and the technology integrating into the Sachus Public Library employees will have additional professional growth. There will be an opening for the Head of Reference in the near future due to the retirement of Lynne Kennedy. The position will entail a balance of honoring the past of the reference department as well as endeavoring the future of technological advances. Ms. McCahey highlighted the potential growth of all the different departments. Ms. McCahey stated that the newly appointed positions of Outreach Engagement and Coordinator and Technical Services & Network Strategies are working out very well and superseded expectations.

Mrs. Feitzinger reported on the MAGIC training for the employees who attended in October. The training focused on increasing customer service performance from the employees. MAGIC is Make a Connection, Act Professional, Get to the Heart of the Matter, Income and Clarify, and Close with the Relationship in Mind. In November the library organized a Special Needs Fair and had an open enrollment fair for staff. In December, staff enjoyed the holiday events hosted by each of the departments and the activities that took place during De-Stress Days.

Department Reports

The statistics were analyzed and discussed.

SCLS Board Report

Marguerite Barone, a member of the Board of Trustees of the Suffolk Cooperative Library System reported to the Board the following:

Edward Wendol will be replacing Robert Becker, SCLS Board President. Robert Becker will be retiring. There will be three open positions to be filled in January. Huntington Library is now back into PALS. The e-rate check should be arriving by the end of December. The SCLS Annual meeting featured a drone demonstration.

Old Business

Ms. McCahey gave an update on the Circulation Desk renovation.

The Board reapproved the Social Media, Social Media for the Staff, Vehicle Use, Violence in the Workplace and the Weapons Policies. (Winowitch, Flavin, unanimous)

New Business

The Board approved the resolution for Employee Retirement System Standard Workday. (Flavin, Winowitch; unanimous)

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

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

The Board approved the following *other* business:

1. The Board to approve the additional civil service position of Librarian III at the Sachem Public Library. (Longo, Winowitch: unanimous)

The Annual Trustee Workshop at SCLS will be on Wednesday, January 18, 2017, 7:00 p.m.; weather date 1/25/17.

Library Advocacy Day will be February 28 and March 1, 2017.

The next Board Meeting will be held on Tuesday, January, 17 2017 at 6:30 p.m.

Correspondence

A letter of retirement from Brad Silverman.

A letter of retirement from Lynne Kennedy.

Adjournment

The meeting was adjourned at 8:50 p.m.

Respectfully submitted,

Dennis Flavin