

**SACHEM PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
FEBRUARY 22, 2016
7:00 P.M.**

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

Guests: A student from Long Island University's Library Administration and Management Program.

The meeting was called to order at 7:08 p.m.

The meeting began with the salute to the flag.

Marguerite Barone and Carol Paulsen informed the trustees that they would not be available for the February 22, 2016 Board meeting and were formally excused.

Public Participation: None

Minutes

The minutes of the Board meeting of January 19, 2016 were approved. (Flavin, Winowitch; unanimous)

The minutes of Executive Session on January 19, 2016 were approved. (Winowitch, Flavin; unanimous)

Payroll and Related Expenses

The Payroll and Related Expenses for January 2016 in the amount of \$467,712.23 was approved. (Winowitch, Flavin; unanimous)

Warrant #24 dated January 1, 2016 in the amount of \$11,434.10 was approved. (Longo, Winowitch; unanimous)

Warrant #25 dated January 14, 2016 in the amount of \$97,389.15 was approved. ((Flavin, Winowitch; unanimous)

Warrant #27 dated January 28, 2016 in the amount of \$23,366.81 was approved. (Winowitch, Flavin; unanimous)

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

Treasurer's Report

The Treasurer's Report for January 2016 in the amount of \$5,309,235.85 was approved. (Winowitch, Flavin; unanimous)

Schedule of Bills

Trustee, Robert Winowitch, reviewed the February 22, 2016 Schedule of Bills before being presented to the Board for their approval.

The February 22, 2016 Schedule of Bills, Warrant #26, in the amount of \$251,683.61 was approved. (Winowitch, 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 updated the Board with an incident involving stolen staff wallets. The staff filed a report with the Suffolk County Police Department. The library reimbursed staff members. After social media exposure of the suspects the Suffolk County Police Department is no longer seeking to identify the suspects.

Ms. McCahey presented to the Board the March Newsletter featuring the new logo and the new header.

Ms. McCahey distributed a copy of the architect's design layout for the Circulation desk renovation. The project will take 6-8 weeks to complete and will begin after the budget vote in April. The April newsletter will inform patrons of the renovations and will ensure community members that there will not be a disruption in service.

Ms. McCahey informed the Board that she contacted the insurance company and attorney concerning the Lake Ronkonkoma Heritage Association's event on April 17, 2016 requiring a certificate of insurance. The requested paperwork was approved.

Ms. McCahey indicated the Security Service for the library is out to bid.

Mrs. Feitzinger gave an update on PC reservations in the Technology Center. The increase of computer usage increased 28% from 2010 to 2015. Many staff functions were performed manually to assist patrons in logging in, managing the print station and compiling statistics. The newly installed PC Reservation will make the ease of access for community members to perform functions independently. The users can ask for assistance at any time.

Mrs. Feitzinger also informed the Board of the process of obtaining a piece of historical wood from a Copper Beach Tree in Lake Ronkonkoma. A Long Island Woodturners Association representative will help the library secure a piece of the tree.

Mrs. Feitzinger stated she, Ms. McCahey and Mr. John Cox had met with COPE officers to discuss building security issues.

Department Reports

The Board reviewed all the department statistics with interest.

SCLS Board Report

Nothing to report.

Old Business

The Board approved the Revision of Public Behavior in the Library Policy. (Flavin, Winowitch; unanimous)

The Board approved the Proposed Budget for FY 2016/2017 as presented. (Flavin, Winowitch; unanimous)

Mr. Flavin inquired on the date the MTA tax will formally end. Ms. McCahey will report back to the Board with the date. The Board motioned to delete the line item titled MTA tax from the FY 2016/2017 Budget spreadsheet. (Flavin, Longo; unanimous)

The trustee position held by Robert Winowitch is up for vote this year. Mr. Winowitch will seek re-election.

Ms. McCahey gave an update on building renovations. The parking lot LED lighting and the lighting near the handicapped parking spaces will be completed in April. Ms. McCahey informed the Board that the asphalt

company has been filling in the pot holes at the entrance of the driveway. The company will fully repair the damages when weather conditions improve at no additional cost.

Ms. McCahey gave an update on the Custodial Contractual Unit negotiations. Ms. McCahey indicated preliminary meetings are being scheduled for contracts for the Professional Unit, Clerks and Pages Unit which are expiring June of 2016.

New Business

The Board approved the Library's 2015 Report to New York State for Public and Association Libraries. (Winowitch, Flavin; unanimous)

The Personnel Report was approved. (Winowitch, Flavin; unanimous)

The Disposal of Equipment was approved. (Flavin, Winowitch; unanimous)

Ms. McCahey reminded the trustees that Library Advocacy Day will be held March 1-2, 2016 in Albany, NY.

Ms. McCahey reminded the trustees that Sachem Public Library 100th Anniversary Celebration will be held on March 19, 2016 from 7:00-9:00 p.m.

Ms. McCahey reminded the trustees that the LILRC 50th Anniversary will be held on April 14, 2016 at Bethpage State Park. Mr. Flavin informed that he will be attend. Mr. Winowitch will verify if he could attend. Mrs. Longo cannot attend.

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

Ms. McCahey reminded the trustees that the LTA 2016 Trustee Institute will be held on May 6 and 7, 2016 in Plattsburg, NY.

The next Board of Trustees Meeting will be held on Monday, March 21, 2016 at 7:15 p.m.

The Library Budget Hearing will be held on Tuesday, March 21, 2016 at 7:00 p.m. in the Children's Program Room. Trustees were reminded to bring their FY 2016/2017 Proposed Budget Books.

Adjournment

The meeting was adjourned at 8:53 p.m.

Respectfully submitted,

Diane Longo