

**SACHEM PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
JANUARY 19, 2016  
7:00 P.M.**

The regular meeting of Sachem Public Library Board of Trustees was attended by Diane Longo, 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.

Marguerite Barone informed the trustees that she would not be able available for the January 19, 2016 Board meeting and was formally excused.

Public Participation: Two community members addressed the Board.

**Minutes**

The minutes of the Board meeting of December 21, 2015 were approved. (Flavin, Paulsen; unanimous)

**Payroll and Related Expenses**

The Payroll and Related Expenses for December 2015 in the amount of \$755,225.63 was approved. (Paulsen, Winowitch; unanimous)

Warrant #20 dated December 3, 2015 in the amount of \$112,279.91 was approved. (Flavin, Winowitch; unanimous)

Warrant #21 dated December 17, 2015 in the amount of \$103,381.56 was approved. (Paulsen, Winowitch; unanimous)

Warrant #23 dated December 31, 2015 in the amount of \$22,068.43 was approved. (Winowitch, Flavin; unanimous)

The Payroll Summary for December 2015 was approved. (Flavin, Winowitch; unanimous)

**Treasurer's Report**

The Treasurer's Report for December 2015 in the amount of \$5,089,561.94 was approved. (Winowitch, Flavin; unanimous)

**Schedule of Bills**

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

The January 19, 2016 Schedule of Bills, Warrant #22, in the amount of \$153,916.70 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 informed the Board that the library is adjusting their pilot payments based on the amount of actual payments received the prior year.

Ms. McCahey included a guideline to notify the Board and Manger-In-Charge in the event of the Director and Assistant Director are out of the building.

Staff members will participate in a ceremony with the Lake Ronkonkoma Heritage Association on April 17, 2016. The event will take place at the Lake Ronkonkoma Historical Society Building located on Hawkins Avenue. A discussion took place on the addition of a Lake Ronkonkoma Heritage Association landmark sign to the property.

Two full staff meetings took place this month. Ms. McCahey and Mrs. Feitzinger informed the staff of upcoming building projects, plans for the 100<sup>th</sup> anniversary and unveiled the new logo. The next full staff meetings will be in March.

The 100<sup>th</sup> anniversary celebration day will be on March 19, 2016 from 7-9 pm.

Ideas are progressing with the Maker Space and Webpage Redesign Teams.

Mrs. Feitzinger gave an update on the total usage of the full website and the mobile app of the Sachem Public Library. She is happy to report the total usage has increased at least 27.6% since 2012. On an average, 64.4% of visitors on both webpages are returning users.

The staff has participated in a *Staff Response Tactics* workshop, paint night, and have read "What to do in an Active Shooter Situation."

## **Department Reports**

The Board reviewed all the department statistics with interest.

## **Old Business**

Ms. McCahey gave an update on building renovations. The solar panel company came here on January 6, 2016 to get the monitoring station working again. John Tanzi Architects has been contracted to design the space in the circulation department. The library is currently waiting for a change order for the lighting in the parking lot. The change order will include the proper installation of caps on the poles and tightening of the poles. Meetings with the architect is scheduled this week for the boiler project and the indoor LED project.

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

The Board reviewed the revision of the Public Behavior in the Library Policy. Upon review the policy needs to be modified and presented to the Board at the next regular scheduled Board meeting for their approval.

## **New Business**

The Board adopted the legal notice for the FY 2016/2017 Budget Vote and Trustee Election on April 5, 2016. (Flavin, Paulsen; unanimous)

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

The Board approved the resolution of the Affordable Care Act Compliance & Implementation-Adoption of 4980H Measurement & Stability Periods. (Winowitch, Flavin; unanimous)

On the director's recommendation the Board approved the appointment of Nawrocki, Smith LLP as the Library's External Auditor for the calendar year 2016. In accordance with their engagement letter, Nawrocki, Smith LLP will conduct the audit of the Library's financial statements as of and for the year ending June 30, 2016 at a fee not to exceed \$14,750.00. (Paulsen, Flavin; unanimous)

The Board approved one night of overnight travel to Albany on Wednesday, March 1, 2016 for Library Advocacy Day held on Thursday, March 2, 2016 for Dennis Flavin, Robert Winowitch, Marguerite Barone, Carol Paulsen, Neely McCahey and Alicja Feitzinger. (Winowitch, Paulsen; unanimous)

Staff members; Lauren Gilbert, Amy Johnston, Laura Panter and Ellen Tysz will be attending Pre-Library Advocacy Day on a same day bus to Albany on March 1, 2016.

Ms. McCahey informed the trustees that the LILRC 50<sup>th</sup> Anniversary Gala will be held on Thursday, April 14, 2016 at Carlyle on the Green, Bethpage State Park.

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

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

The Board motioned to Executive Session at 8:50 pm. (Flavin, Winowitch; unanimous)

The Board made a motion to exit Executive Session at 8:52 pm. (Paulsen, Flavin; unanimous)

The Board recommended and approved the monthly reimbursement to the Director, Neely McCahey and the Assistant Director, Alicja Feitzinger to receive a stipend in the amount of \$50.00 per month in consideration of their use of their personal cell phones during business hours and after-hours contact and emergency recalls. (Flavin, Winowitch; unanimous)

-----The next Board of Trustees Meeting will be held on Monday, February 22, 2016 at 7:00 p.m.

### **Adjournment**

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

Respectfully submitted,

Carol Paulsen