

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

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

Robert Winowitch was sworn in at an earlier date as an elected trustee for a five-year term from July 1, 2016 to June 30, 2017.

Public Participation: None

The rotation of officers was recognized with Marguerite Barone named as President for the period of July 1, 2016 to June 30, 2017 and Carol Paulsen named as Vice President for the period of July 1, 2016 to June 30, 2017.

The floor opened for nominations for the position of Secretary.

Diane Longo made a motion to nominate Dennis Flavin for Secretary of the Sachem Public Library Board of Trustees for the period of July 1, 2016 to June 30, 2017. Winowitch seconded the motion. Motion carried unanimously.

Minutes

The minutes of the Regular Board meeting of June 20, 2016 were approved. (Flavin, Longo; unanimous)

The minutes of the Executive Session of the June 20, 2016 Board meeting were approved. (Winowitch, Paulsen; unanimous)

Payroll and Related Expenses

The Payroll and Related Expenses for June 2016 in the amount of \$635,445.02 was approved. (Flavin, Paulsen; unanimous)

Warrant #41 dated June 2, 2016 in the amount of \$13,986.81 was approved. (Winowitch, Flavin; unanimous)

Warrant #42 dated June 16, 2016 in the amount of \$94,439.86 was approved. (Flavin, Paulsen; unanimous)

Warrant #43 dated June 30, 2016 in the amount of \$20,449.15 was approved. (Longo, Winowitch; unanimous)

Payroll Summary

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

Treasurer's Report

The Treasurer's Report for June 2016 in the amount of \$6,004,618.63 was approved. (Winowitch, Paulsen; unanimous)

Schedule of Bills

Trustee, Diane Longo, reviewed the July 18, 2016 Schedule of Bills before being presented to the Board for their approval.

The July 18, 2016, Schedule of Bills, Warrant #1 in the amount of \$244,073.65 was approved. (Paulsen, Barone; unanimous)

Administrator's Reports

The Board reviewed the director's report with interest.

To her report, Ms. McCahey added the following:

Ms. McCahey asked the Board for guidance of a way to handle loitering in the parking lot after library hours. The Board recommended the usage of signage indicating the area is under surveillance or motion detectors. Also the possibility of the security company patrolling the area after hours. The director informed the Board of the changes for the Fall Festival. The pie eating contest will be replaced with an Author's Event and a Tech Show and Tell tent will be added as well. Ms. McCahey informed the Board that distributing wristbands for the outdoor concert went very well. The use of the wristbands will continue for future events. Ms. McCahey also reported to Board of the recent quarterly directors meeting. She stated the construction grants deadline is September 10th. SCLS is composing for member libraries RFP database for architects, treasurers and etc.

Mrs. Feitzinger reported to the Board about the Sachem Public Library teams. Many successfully programs and ideas have originated during team meetings. The team meetings consists of staff members. There are currently five teams. The Inclusion Team which enhances the library's services for differently abled patrons. The Safety Committee handles all safety concerns. The SET (Sachem Engagement Team) promotes a positive employee experiences with the understanding that happy staff provides a positive library experience for the community. The Studio Team is designed to educate, motivate and enrich the lives of patrons of all ages while exploring new technologies and creative endeavors. T & T (Think Tank) is programing geared for patrons in their twenties and thirties. The Webpage Team was created for the redesigning of the library's website. Sachem Public Library has 3 notaries and 5 CFA members.

Department Reports

The Board reviewed the department statistics with interest

SCLS Board Report

Nothing to report.

Conference Reports

The Board reviewed the American Library Association Conference reports with interest.

Old Business

Ms. McCahey gave an update on the Circulation renovations. On the directors recommendation the Board accept the bid of Fidele Construction, Inc., 577 New Highway, Hauppauge, NY 11788, in the amount of \$162,000 for the Circulation Desk & Self Check Alternation project. Fidele was the lower of two bidders.

John Tanzi Architects has reviewed the bids and found Fidele Construction, Inc. to be qualified to perform this contract. On the Director's recommendation the Board approve Additional Alternate # 1 in the amount of \$6,000.00. Total Contract amount equals \$168,000.00. (Flavin, Winowitch; unanimous)

Ms. McCahey gave an update on negotiations with the Custodial Contractual Unit and the Full-Time Clerical, Professional, and Part-Time Clerical/Page Contractual Units. The contracts have been approved and awaiting for finalization. The Board requests the finalization to be done by the next Board meeting.

New Business

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

On the director's recommendation, the Board approved Douglas McNally representing the firm of Hamburger, Maxson, Yaffe, Wishod, Knauer & McNally, LLP of 225 Broadhollow Road, Suite 301E, Melville, NY 11747, as library attorney at the rate of \$235.00 per hour. (Winowitch, Flavin; unanimous)

On the director's recommendation, the Board approved the appointment of the firm of RivkinRadler, LLP, 926 RXR Plaza, Uniondale, NY 11556-0926 as library negotiator and employment attorney at the rate of \$240.00 per hour. (Longo, Paulsen; unanimous)

On the director's recommendation, the Board approved the appointment of Nawrocki, Smith LLP as Library External Auditor for 2016/2017 at a fee not to exceed \$15,500.00 in accordance with the engagement letter. A separate engagement letter may be issued covering any additional services or fees. (Flavin, Paulsen; unanimous)

On the director's recommendation the Board approved the appointment of Donald Fischer as Internal Auditor for 2016/2017 fiscal year at the rate of \$105.00 per hour. (Longo, Winowitch; unanimous)

On the director's recommendation, the Board approved the appointment of Eric Hofmeister as library treasurer at the rate of \$350.00 per month. (Longo, Flavin; unanimous)

On the director's recommendation, the Board approved the appointment of Sandra Bartalis as recording secretary from July 1, 2016 to June 30, 2017. (Winowitch, Longo; unanimous)

On the director's recommendation, the Board approved the designation of The Bridgehampton National Bank, 2200 Montauk Highway/PO box 3005, Bridgehampton, NY 11932 and TD Bank, 155 Pinelawn Road, Melville, NY 11747, for savings, certificates of deposit, checking, and money market accounts. (Longo, Winowitch; unanimous)

On the director's recommendation, the Board approved the following institutions as depositories of library funds for the purpose of investment: (1) The Bridgehampton National Bank, (2) JP Morgan Chase Bank, NA (3) JP Morgan Chase Investment Services Corp., NA (4) The Bank of New York (5) Citibank, (6) TD Bank, (7) HSBC Bank USA, (8) Capital One, (9) United States Treasury. (Paulsen, Flavin; unanimous)

In accordance with the Procurement Policy, the Board appointed Board members, Robert Winowitch and Diane Longo, as authorized signers for the 2016/2017 fiscal year. (Flavin, Paulsen; unanimous)

On the director's recommends the appointment of Neely McCahey as records Management Officer (RMO) in compliance with the New York State Department of Education, Office of Cultural Information; New York Archives. . (Winowitch, Flavin; unanimous)

On the director's recommendation, the Board approved the following newspapers to be used officially at any time it appears to the advantage of the library to do so: (1) Ronkonkoma Review and (2) Suffolk County News. (Winowitch, Flavin; unanimous)

On the director's recommendation, the Board approved the appointment of Denise Scarbeck and Virginia Pfeifer as Innovative Coordinators each receiving a \$1,000.00 stipend. (Paulsen, Longo; unanimous)

On the director's recommendation, the Board approved the monthly reimbursement to the Head Custodian Robert Downs, Director of IT Robert Buchenhain and Network and Systems Technician Christopher Krause, Director Neely McCahey and Assistant Director Alicja Feitzinger in the amount of \$50.00 in consideration of their use of their personal cell phones during business hours and for after-hours contact and emergency recall. (Flavin, Longo; unanimous)

The Board approved the designated Bills Paid Out of Schedule for 2016/2017. Longo, Winowitch; unanimous)

The Board approved for 2016/2017 payment to the Long Island Railroad be paid with payroll. (Flavin, Longo; unanimous)

The Board reviewed the updated Organizational Chart. There are open positions noted on the organizational chart due to resignations.

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

The next Board Meeting will be held on Monday, August 15, 2016 at 7:00 p.m.

The Suffolk County Legislative Breakfast will be held on Friday, September 16, 2016 Longwood Public Library.

Correspondence

A letter was received from Senator Thomas Croci allocating \$10,000 in unrestricted state education aid (bullet aid) to Sachem Public Library.

Adjournment

The meeting adjourned at 9:04 p.m.

Respectfully submitted,

Dennis Flavin