

**SACHEM PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
DECEMBER 18, 2017
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 7:02 p.m.

The meeting began with the salute to the flag.

Public Participation: None

Minutes

The minutes of the Board meeting of November 20, 2017 were approved. (Flavin, Longo; unanimous)

Payroll and Related Expenses

The Payroll and Related Expenses for November 2017 in the amount of \$1,392,243.64 was approved. (Winowitch, Flavin; unanimous)

Warrant #16 dated November 2, 2017 in the amount of \$20,573.04 was approved. (Longo, Winowitch; unanimous)

Warrant #17 dated November 16, 2017 in the amount of \$818,935.58 was approved. (Barone, Winowitch; unanimous)

Warrant #18 dated November 30, 2017 in the amount of \$18,681.26 was approved. (Winowitch, Longo; unanimous)

The Payroll Summary for November 2017 was approved. (Barone, Flavin; unanimous)

Treasurer's Report

The revised Budget Status Report from October 31, 2017 was reviewed. (Flavin, Longo; unanimous)

The Treasurer's Report for November 2017 in the amount of \$5,885,526.02 was approved. (Longo, Winowitch; unanimous)

Schedule of Bills

Trustee, Robert Winowitch, reviewed the December 18, 2017 Schedule of Bills before being presented to the Board for their approval.

The December 18, 2017 Schedule of Bills, Warrant #19, in the amount of \$196,968.05 was approved. (Flavin, Winowitch; unanimous)

Administrator's Reports

To her report Ms. McCahey added the following:

SCLS budget has passed with 41 yes votes. The Sayville Library will be appointing a new director. Director, Peter Ward from the Lindenhurst Library is retiring. Ms. McCahey informed the Board that Sachem Public Library's green screen was used for patrons for holiday photos. The Outreach, Teen and Children's departments have been very involved with school visits from special needs student events to participating in the Sachem North High School Festival of Lights. Ms. McCahey distributed the Children's Winter Brochure. It has new look. NYLA created an institutional membership that would include all Trustees plus 15 additional members. SCLS will help in coordinating with the membership process. Ms. McCahey informed the Board that Sachem Public Library will be looking into being a passport agency in the future. Starting after the New Year different department heads will be invited to the Board meetings to discuss the events that are taking place in their departments. Ms. McCahey stated she will be meeting with the Internal Auditor in the New Year and will be discussing budget line transfers.

Mrs. Feitzinger reported to the Board the data from the 2017 Public Library Data Report. It shows that Sachem Public Library's statistics are very much in sync with the nationwide trends. This survey covers information from the last five years. It shows electronic circulation is growing steadily but not sufficiently. Circulation of print material decreased 2.9% each year. Overall circulation of CD/DVDs declined 4.08%. Circulation of downloadables increased 30% from 2012-2014, but 2015-2016 it increased 15%. Website visits continue to decline 5.8% in 2016 due to the usage of apps and library presence on social networking sites. There are fewer post book reviews and book discussion run on the websites. Circulation of laptops are going down as well. Mrs. Feitzinger also reported to the Board that Holiday Spirit for staff was December 4-14, 2017.

Department Reports

The statistics were analyzed and discussed.

SCLS Board Report

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

The solar carport project been approved. The PALS staff have been visiting all the member libraries and going over the needs of the libraries. The special projects manager is setting up a program to record and share oral histories. SCLS purchased the equipment to use for

the recordings. The lending library has another nine-hole mini golf; now there is a complete eighteen-hole mini golf. They also have a canopy and a 360 degree camera available for member libraries to borrow. SCLS has purchased a new courier van.

Conference Report

The conference report to the National Association for the Education of Young Children was reviewed with interest.

Old Business

Ms. McCahey gave an update on the renovations. The Lighting project and Boiler project will be completed soon. The Outdoor Classroom project bids came in too high. Meetings with the architect will take place and the project will go out to bid again for a springtime start.

New Business

The Board approved the following policies: (Longo, Flavin; unanimous)
Bulletin Board and Literature Display Policy
Gifts and Donations Policy
Smoke-Free Workplace Policy

The Board revised the following policies to be furthered reviewed at the January 2018 Board Meeting:

Collection Development Policy
Collection Development Statement of Concern about Library Resources
Food and Drink Policy

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

Other

The following *other* business has been discussed:

1. *Mr. Flavin stated that Sachem Public Library is down to one political representative until March 2018.*
2. *Ms. McCahey and Mrs. Feitzinger reported to the Board that Sachem Public Library cannot offer the Family Paid Leave Act at this time to staff. According to their investigation this process will need to go through the individual Collective Bargaining Units and the units will need to discuss if they would need to participate in the program, currently the library has four Collective Bargaining Units. The individual units can opt in at any time.*
3. *Ms. McCahey recommended the Board to approve travel for Ms. McCahey and Mrs. Feitzinger to join two other staff members at the Computers in Libraries Conference in April 2018.*

Library Advocacy Day will be February 27 and February 28, 2018.

The next Board Meeting will be held on Tuesday, January 16, 2018 at 7:00 p.m.

Adjournment

The meeting was adjourned at 9:10 p.m.

Respectfully submitted,

Robert Winowitch