

**SACHEM PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
FEBRUARY 15, 2018  
7:00 P.M.**

The regular meeting of Sachus Public Library Board of Trustees was attended by Marguerite Barone, Diane Longo, Dennis Flavin, 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

Guests: Amy Johnston and Lisa Stevens from Children's Services and Erin Sharschmidt. Head of Teen Services at the Port Jefferson Library, observed the Sachus Public Library Board Meeting.

Ms. Stevens presented to the Board the vision of an Educated Nature Classroom. The Board thanked the ladies and they were impressed with the presentation.

**Minutes**

The minutes from the Board meeting of January 16, 2018 were approved. (Longo, Flavin; unanimous)

**Payroll and Related Expenses**

The Payroll and Related Expenses for January 2018 in the amount of \$532,669.77 was approved. (Winowitch, Barone; unanimous)

Warrant #23 dated January 1, 2018 in the amount of \$15,520.50 was approved. (Flavin, Winowitch; unanimous)

Warrant #24 dated January 11, 2018 in the amount of \$30,105.95 was approved. (Longo, Barone; unanimous)

Warrant #26 dated January 25, 2018 in the amount of \$133,638.13 was approved. (Longo, Winowitch; unanimous)

The Payroll Summary for January 2018 was approved. (Barone, Flavin; unanimous)

## **Treasurer's Report**

The Treasurer's Report for January 2018 in the amount of \$6,188,856.51 was approved. (Flavin, Winowitch; unanimous)

## **Schedule of Bills**

Trustee, Robert Winowitch, reviewed the February 15, 2018 Schedule of Bills before being presented to the Board for their approval.

The February 15, 2018 Schedule of Bills, Warrant #25, in the amount of \$223,280.69 was approved. (Winowitch, Longo; 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 a staff member spoke with a third party agency to have Sachem Public Library nominated through Newsday as one of the best places to work on Long Island. The podcasting studio is up and running. The team has named it "The Booth". Ms. McCahey stated the *Reel Rebels* received a thank you note from an attendee who enjoyed the discussion after the movie. Ms. McCahey informed the Board that a credit card machine is now in use for patrons to make payments. Ms. Mcahey informed the Board that full staff meetings took place.

Mrs. Feitzinger reported to the Board on Studio and Outreach statistics from the past year. There have been more than 3,023 items created at all three Studios. 1,286 3D prints, over 1,080 buttons, 523 art cart creations, 118 engraved items and 15 items were embroidered. Library equipment was used a total of 2,808 times. The software items were used 853 times. The Outreach Team has connected with approximately 44,000 people during class visits and community events. Ms. Feitzinger informed the Board that staff has been offered Mindful Meditation sessions. AccuHealth physicals are scheduled in the near future as well.

## **Department Reports**

The Board reviewed all the department statistics with interest.

## **SCLS Board Report**

Marguerite Barone, a member of the Board of Trustee of the Suffolk Cooperative Library System reported to the Board that SCLS Trustee, Barry Latney resigned. She also informed the Board that the PALS migration took place and went very well. Three new Library Directors have been appointed within the county; Jennifer Fowler of Sayville, Lisa Kropp of Lindenhurst and Donna Murphy of Wyandanch. SCLS hosted a Brookhaven Democratic Committee event which consisted of approximately 100 people. The Lending Library now has available: Breakout EDU,

Google expedition VR and a Zoom Audio recorder for oral histories. Mrs. Barone informed the Board that preparation for the Solar Project has begun. Mrs. Barone announced to the Board SCLS's new officers are Frank Fronzo as President, Marguerite Barone as Vice President, Francis Picart as Secretary, Francis Bell as Treasurer and David Clemens as Deputy Treasurer.

### **Old Business**

The Director gave an update on renovations. The Boiler project is complete and final payment documents will be processed. The LED lighting project is 90% complete. Sachem Public Library will receive a rebate of approximately \$26,000.

The Board approved the revision of the Board of Trustees Meeting Dates/April Board Meeting Date for 2018. (Flavin, Winowitch; unanimous)

The Director and Trustees had a discussion on creating a new mission statement.

### **New Business**

On the Director's recommendation the Board approve the purchase of 8 Configurable HP ProBook 470 G5 Notebooks (with three year on-site warranty) from Connection at 732 Milford Road, Merrimack, NH 03054, in the amount of \$13,120.80. The HP ProBook 470 G5 Notebooks are being purchased under New York State contract pricing. (Longo, Barone; unanimous)

The Board approved the Library's 2017 Report to New York State for Public and Association Libraries. (Longo, Winowitch; unanimous)

The Board approved the Proposed Budget for FY 2018/2019 as presented. (Barone, Longo; unanimous)

On the director's recommendation the Board approved the appointment of Nawrocki, Smith LLP as the Library's External Auditor for the year ending 2018. In accordance with their engagement letter, Nawrocki, Smith LLP will conduct the audit of the Library's financial statements for the year ending June 30, 2018 at a fee not to exceed \$16,000.00. (Flavin, Winowitch; unanimous)

The Board adjourned into Executive Session at 8:24 p.m. to discuss the employment of Ms. McCahey, Library Director. (Longo, Flavin; unanimous)

Regular Session resumed at 9:24 p.m.

Ms. McCahey reminded the trustees that Library Advocacy Day will be held in Albany, NY on February 27 and 28, 2018.

Ms. McCahey reminded the trustees that the Long Island Library Conference will be held on Thursday, May 3, 2018 in Melville, New York.

The next Board Meeting will be held on Monday, March 19, 2018 at 7:00 p.m.

The Library Budget Hearing will be held on Wednesday, March 28, 2018 at 7:00 p.m. in the Children's Program Room. Trustees were reminded to bring their FY 2018/2019 Proposed Budget Books.

**Correspondence**

A letter from Nawrocki Smith LLP was received.

A thank you letter from the Sagamore Middle School PTSA was received.

**Adjournment**

The meeting was adjourned at 9:24 p.m.

Respectfully submitted,

Robert Winowitch