

**SACHEM PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
MAY 21, 2018
7:00 P.M.**

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

The Board adopted of the Agenda. (Longo, Winowitch; unanimous)

Public Participation: None

Dennis Flavin and Marguerite Barone informed the Trustees that they would not be able available for the May 21, 2018 Board meeting and were formally excused.

Guests: Kelly Coates, Librarian III for Outreach Services. Ms. Coates' PowerPoint presentation informed the Board of her department's duties and responsibilities. The Outreach Services impact on the community has been increasing from the start and making significant strides.

Minutes

The minutes of the Board meeting of April 23, 2018 were approved. (Winowitch, Longo; unanimous)

Payroll and Related Expenses

The Payroll and Related Expenses for April 2018 in the amount of \$529,704.01 was approved. (Longo, Winowitch; unanimous)

Warrant #32 dated April 1, 2018 in the amount of \$32,708.10 was approved. (Longo, Winowitch; unanimous)

Warrant #34 dated April 5, 2018 in the amount of \$20,024.82 was approved. (Winowitch, Longo; unanimous)

Warrant #35 dated April 19, 2018 in the amount of \$130,072.43 was approved. (Winowitch, Longo; unanimous)

Payroll Summary

The Board approved the Payroll Summary for April 2018. (Longo, Winowitch; unanimous)

Treasurer's Report

The Treasurer's Report for April 2018 in the amount of \$6,427,304.01 was approved. (Longo, Winowitch; unanimous)

Schedule of Bills

Trustee, Carol Paulsen, reviewed the May 21, 2018 Schedule of Bills before being presented to the Board for their approval.

The May 21, 2018 Schedule of Bills, Warrant #36, in the amount of \$327,787.29 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 reported to Board that she had received two thank you letters for excellent work ethic of employees in the Reference Department. She also received a thank you letter from the Sachem School District for Sachem Library's representation at Lynwood Elementary School's STEAM night. The Friends awarded scholarships to two Sachem North High School seniors on "*Where do you envision our library heading in the future?*" Ms. McCahey stated that a staff member coordinated with Newsday to interview a local veteran. Ms. McCahey informed the Board of the upcoming the events that the Chambers of Commerce will be having. Ms. McCahey summarized her experience at the Computers in the Libraries Conference.

Mrs. Feitzinger followed up and reported to Board about KnowBe4. At the April 2018 Board meeting she informed the Board on the coordinated order initiated by SCLS that Sachem Public Library will be participating in. It is an online security training called KnowBe4. It integrates baseline testing using mock attacks, engaging interactive simulated phishing attacks to build a more resilient and secure organization. The staff had been informed of this new form of training. The initial test took place a few weeks ago. Only 13 people clicked on the test and only two people opened up the link. The IT staff received many phone calls about the email from staff members who were not sure what to do, which is very encouraging. Mrs. Feitzinger also report to the Board about the PEW Research Center findings on Social media use in 2018. As of March 1, 2018 the report showed that Facebook is the primary platform used by all US adults (68%). Young adults (18-24- years old) are especially heavy users of YouTube (94%). Snapchat (78%) and Instagram (71%). Mrs. Feitzinger also reported to the Board on Staff Events. On May 14, 2018 the staff participated in the Staff Development Day and a Plant Swap.

Department Reports

The Board reviewed the department statistics with interest.

Conference Reports

The Board reviewed the conference reports for Computers in Libraries and Social Media Week with interest.

Old Business

Nothing to report

New Business

On the director's recommendation the Board approved equipment for the Nature Outdoor Classroom Project from Community Playthings, PO Box 2, Ulster Park, NY 12487 for a price of \$11,700.00. (Longo, Winowitch; unanimous)

On the director's recommendation the Board approved purchase and installation of Replacement Air Conditioning Unit to replace Unit #3 and the Teen Services Split System AC from Trane/IR Ingersol Rand Climate Control Technologies. This replacement is being purchased under GSA contract. The AC-3 replacement purchase price is \$39,900.34. The AC Teen Services replacement is a price of \$33,694.99. The total price will not exceed \$73,595.33. (Winowitch, Longo; unanimous)

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

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

The next Board Meeting will be held on Monday, June 18, 2018 at 7:00 p.m.

Adjournment

The meeting was adjourned at 8:49 p.m.

Respectfully submitted,

Robert Winowitch