

**SACHEM PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
JUNE 18, 2018  
7:00 P.M.**

The regular meeting of Sachus Public Library Board of Trustees was attended by Diane Longo, Marguerite Barone, 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, Barone; unanimous)

Public Participation: None

Carol Paulsen and Dennis Flavin informed the trustees that they would not be available for the June 18, 2018 Board meeting and were formally excused.

Guests: Laura Panter, Librarian III and Stacey Paynter, Librarian I in Teen Services. The ladies presented to the Board on the events that Teen department has projected for the upcoming year. They demonstrated the use of high-end technology that will be available for the teens to use bridging technology and creatively, they are instituting cooperative building and learning. They also informed the Board of their involvement in community service and outreach and the plans to educate the teens and families as well as providing staff development on the Teen Studio equipment.

**Minutes**

The minutes from the Board meeting of April 23, 2018 were approved with revisions. (Barone, Longo; unanimous)

The minutes of the Board meeting of May 21, 2018 were approved. (Longo, Winowitch; unanimous)

**Payroll and Related Expenses**

The Payroll and Related Expenses for May 2018 in the amount of \$747,652.01 were approved. (Barone, Longo; unanimous)

Warrant #37 dated May 3, 2018 in the amount of \$20,135.25 was approved. (Winowitch, Barone; unanimous)

Warrant #38 dated May 17, 2018 in the amount of \$180,484.86 was approved. (Longo, Winowitch; unanimous)

Warrant #40 dated May 31, 2018 in the amount of \$22,953.17 was approved. (Barone, Longo; unanimous)

## **Payroll Summary**

The Payroll Summary for May 2018 was approved. (Longo, Barone; unanimous)

## **Treasurer's Report**

The Treasurer's Report for May 2018 in the amount of \$6,267,772.00 was approved. (Winowitch, Longo; unanimous)

## **Schedule of Bills**

Trustee, Diane Longo, reviewed the June 18, 2018 Schedule of Bills before being presented to the Board for their approval.

The June 18, 2018 Schedule of Bills, Warrant #39, in the amount of \$201,933.26 was approved. (Barone, Winowitch; 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 circulated a sample of wood showing the Board the difference between the Engraving machine and the Cravey machine capabilities. The newsletter has a different format incorporating the new mission statement. Ms. McCahey informed the Board of the grants recently received from local politicians. Sachem Public Library will be partnering with the Farmingville Hills Chamber of Commerce in outdoor summer movie nights that will be held on July 19 and July 26, 2018. Ms. McCahey stated that STEAMcon went very well. Invitations to the Discovery Grove grand opening will go out next week. The ribbon cutting and opening celebration ceremony will be on Friday, July 27, 2018 from 4 p.m.-6 p.m. The Studio is working with the high school students on a *Build It Forward* program involving the 3D printer. The project will hopefully be completed within one school year.

Mrs. Feitzinger reported on kindergartener students library cards. In the beginning of 2017/2018 school year, kindergarten teachers from Wenonah Elementary School contacted the Outreach department to prepare a letter to be distributed to the parents of the kindergarten students encouraging parents to apply for library cards for their children. As a result, about 50 library cards were issued to the kindergarten students. In addition, the Curriculum Administrator for the school district reached out to Sachem Public Library asking for the same packets of information to be prepared for distribution to all kindergarten students in the September of this year. Mrs. Feitzinger also reported of staff events. Casual for a Cause on May 23<sup>rd</sup> raised \$200. The staff participated in Safety Training sessions on June 4, 5 and 12<sup>th</sup>.

## **Department Reports**

The Board reviewed all the department statistics with interest.

## **SCLS Board Report**

Mrs. Barone reported to the Board the county-wide circulation has dropped 10%; however downloadables have increased 16% and total circulation is down 3%. Mrs. Barone reported to the Board the movement of officers and positions among the member libraries as well as the SLCS Board. The Lending Library has available discount tickets from the Long Island Aquarium, The New York Botanical Gardens, the Riverhead Raceway and the Bronx Zoo.

## **Old Business**

Nothing report.

## **New Business**

The Board approved the Disposal of Equipment. (Winowitch, Barone; unanimous)

On the director's recommendation the Board approved the Studio Internship Program to begin Fall Semester of 2018. The internships will focus around the Library's Studio technologies and technology programming in the Adult, Teen and Children's departments. The program will offer 150 contact hours to 3 candidates who have completed 12 credits each from an accredited Masters of Library and Information Science Program. (Barone, Longo; unanimous)

The Personnel Report for a Leave of Absence was approved. (Winowitch, Longo; unanimous)

The Board adjourned into Executive Session at 8:45 p.m. to discuss the Non-Affiliated Staff Personnel Report. (Barone, Winowitch; unanimous)

The Non-Affiliated Staff Personnel Report was approved. (Longo, Winowitch; unanimous)

## **Other**

On the director's recommendation the Board approved the \$400 monthly payment to the Library's Treasurer. (Barone, Longo; unanimous)

Regular Session resumed at 8:55 p.m.

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

The Legislative Breakfast will be held at the Brentwood Library on September 21, 2018.

The PLDA Golf Fundraiser and Dinner will be on Thursday, September 27, 2018

## **Correspondence**

A thank you letter from Merrimack Elementary School was received.

A thank you letter from a county resident was received.

A thank you letter from Long Island Care was received.

**Adjournment**

The meeting was adjourned at 8:56 p.m.

Respectfully submitted,

Robert Winowitch