

**SACHEM PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
JULY 16, 2018
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 7:06 p.m.

The meeting began with the salute to the flag.

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

Public Participation: None

Marguerite Barone was sworn in at an earlier date as an elected trustee for a five-year term from July 1, 2018 to June 30, 2023.

The rotation of officers was recognized with Dennis Flavin named as President for the period of July 1, 2018 to June 30, 2019 and Robert Winowitch named as Vice President for the period of July 1, 2018 to June 30, 2019.

The floor opened for nominations for the position of Secretary.

Robert Winowitch made a motion to nominate Diane Longo for Secretary of the Sachem Public Library Board of Trustees for the period of July 1, 2018 to June 30, 2019. Marguerite Barone seconded the motion. Motion carried unanimously.

Minutes

The minutes of the Regular Board meeting of June 18, 2018 were approved. (Winowitch, Barone; unanimous)

The minutes of the Executive Session of the June 18, 2018 Board meeting were approved. (Longo, Winowitch; unanimous)

Payroll and Related Expenses

The Payroll and Related Expenses for June 2018 in the amount of \$508,965.15 was approved. (Barone, Longo; unanimous)

Warrant #41 dated June 14, 2018 in the amount of \$19,934.81 was approved. (Longo, Winowitch; unanimous)

Warrant #43 dated June 28, 2018 in the amount of \$134,547.58 was approved. (Paulsen, Barone; unanimous)

Payroll Summary

The June 2018 Payroll Summary was approved. (Longo, Winowitch; unanimous)

Treasurer's Report

The Treasurer's Report for June 2018 in the amount of \$6,409,386.51 was approved. (Paulsen, Longo; unanimous). Ms. McCahey explained the overage on the Hawkins Avenue Property on the Budget Status Report. The budgeted amount is \$1,000 a year. Necessary repairs went over budget by \$110.

Schedule of Bills

Trustee, Diane Longo, reviewed the July 16, 2018 Schedule of Bills before being presented to the Board for their approval.

The July 16, 2018 Schedule of Bills, Warrant #2 in the amount of \$328,700.99 was approved. (Winowitch, Barone; unanimous)

Administrator's Reports

The Board reviewed the director's report with interest.

To her report, Ms. McCahey added the following:

Ms. McCahey informed the Board that the Technical Service Department has started the process of redesigning their work space. Ms. McCahey informed the Board that L.L. Bean has expressed interest in presenting an educational class in the Discovery Grove. Ms. McCahey presented the Board a recent article of the Lady of the Lake wooden statue. The Historical Cooper Tree has been removed from the Local History Room. It is in need of repair after being vandalized. The Friends is working on providing community members a book drop for donations. Sachem Public Library will be analyzing the Fines and Loan Rules for patrons. Ms. McCahey stated the modifications to the Newsletter are continuing.

Mrs. Feitzinger reported to the Board that Sachem Public Library has recently added three additional discounted tickets available to residents. Since June 15th 45 tickets to the Bronx Zoo have been issued, 210 tickets to the Riverhead Aquarium has been issued and 13 ticket to the New York Botanical Gardens have been distributed as well. Mrs. Feitzinger also reported to the Board about Wikipedia in libraries. In the past Wikipedia has not been a reliable source for librarians. Recently Wikipedia and librarians have been working together to provide free and open information to all. Some institutions such as the US National Archive Records Administration now have Wikipedians on staff.

Department Reports

The Board reviewed the department statistics with interest

SCLS Board Report

Mrs. Barone stated to the Board that SCLS next Board meeting will be on July 18, 2018. Mrs. Barone informed the Board about two emails she had received from SCLS. Registration has started for the round trip bus to the NYLA Conference. Mrs. Barone also stated that county-wide circulation numbers have increase the first time in nineteen months.

Old Business

Nothing to report

New Business

On the director's recommendation, the Board approved Andrew Martingale 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 \$245.00 per hour. (Winowitch, Barone; 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 2018/2019 at a fee not to exceed \$16,500.00 in accordance with the engagement letter. A separate engagement letter may be issued covering any additional services or fees. (Barone, Flavin; unanimous)

On the director's recommendation, the Board approved the appointment of Eric Hofmeister as library treasurer at the rate of \$400.00 per month. (Flavin, 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. (Winowitch, Barone; 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. (Longo, Barone; unanimous)

In accordance with the Procurement Policy, the Board appointed Board members, Carol Paulsen and Marguerite Barone, as authorized signers for the 2018/2019 fiscal year. (Longo, Barone; 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. (Longo, Paulsen; 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. (Longo, 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. (Winowitch, Flavin; unanimous)

The Board approved the designated Bills Paid Out of Schedule for 2018/2019. (Paulsen, Winowitch; unanimous)

The Board approved for 2018/2019 payment to the Long Island Railroad be paid with payroll. (Longo, Flavin; unanimous)

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

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

Other

On the Director's recommendation the Board approved the Civil Service forms (CS-150) for salary increases for all contractual employees for 2018/2019. (Winowitch, Longo; unanimous)

On the Director recommendation the Board approved the attendance of 5 staff members to attend the NYLA Annual Conference to be held from November 7 to November 10, 2018 in Rochester, NY. (Winowitch, Flavin; unanimous)

The Sachem Public Library has levied taxes in excess to our applicable tax levy limit by the amount of \$1,929.78. As advised by the OSC the Library is advised to place \$1,929.78 in a reserve for the excess levy. On the Director's recommendation the Board passed a motion to place \$1929.78 into reserve for the excess levy. (Longo, Flavin; unanimous)

On the director's recommendation, the Board approved the purchase of a banner with the Library's logo on it to support the Sachem North Touchdown Club. (Barone, Winowitch; unanimous)

The Board adjourned into Executive Session at 8:04 p.m. (Barone, Winowitch; unanimous)

Regular Session resumed at 8:31 p.m.

The next Board Meeting will be held on Monday, August 20, 2018 at 7:00 p.m.

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

The director reminded the Board that the PLDA Golf Fundraiser and Dinner will be on Thursday, September 27, 2018.

Adjournment

The meeting adjourned at 8:40 p.m.

Respectfully submitted,

Diane Longo