

**SACHEM PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
AUGUST 20, 2018  
7:00 P.M.**

The regular meeting of SACHEM Public Library Board of Trustees was attended by Marguerite Barone, Dennis Flavin, Diane Longo, Carol Paulsen, Robert Winowitch, Neely McCahey, Alicja Feitzinger and Sandra Bartalis.

The meeting was called to order at 7:05 p.m.

The meeting began with the salute to the flag.

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

Public Participation: None

Guests: Kristen Stroh, Librarian III in the Reference Department. Mrs. Stroh gave a presentation on the new services that the Reference Department has to offer to the community. Kanopy is on-demand streaming video service. Hoopla allows library patrons to download or stream media content free of charge. The Wi-Fi hotspot device is used to connect a mobile-enabled device, such as a laptop, smartphone or tablet, to the Internet. ReferenceUSA helps users of all kinds search for jobs and research U.S. businesses. KnowledgeCity provides videos to learn business skills online. The Reference Department has Acer Chromebooks and iPads available for patrons to use on premises. Video Capture Kits will be available to residents to convert VHS's or camcorders into DVD's soon. The Board was impressed by the new services available to the community and thanked Mrs. Stroh for her presentation.

**Minutes**

The minutes of the Board meeting of July 16, 2018 were approved. (Longo, Barone; unanimous)

The minutes of the Executive Session of the July 16, 2018 Board meeting were approved. (Winowitch, Barone; unanimous)

**Payroll and Related Expenses**

The Payroll and Related Expenses for July 2018 in the amount of \$558,455.09 was approved. (Longo, Barone; unanimous)

Warrant #1 dated July 1, 2018 in the amount of \$17,632.80 was approved. (Longo, Winowitch; unanimous)

Warrant #3 dated July 12, 2018 in the amount of \$24,760.33 was approved. (Longo, Barone; unanimous)

Warrant #5 dated July 26, 2018 in the amount of \$134,992.54 was approved. (Barone, Winowitch; unanimous)

## **Payroll Summary**

The July 2018 Payroll Summary was approved. (Paulsen, Longo; unanimous)

## **Treasurer's Report**

The Treasurer's Report for July 2018 in the amount of \$6,407,765.54 was approved. (Longo, Winowitch; unanimous)

## **Schedule of Bills**

Trustee, Diane Longo, reviewed the August 21, 2018 Schedule of Bills before being presented to the Board for their approval.

The August 20, 2018 Schedule of Bills, Warrant #4, in the amount of \$233,195.54 was approved. (Paulsen, Barone; unanimous)

## **Administrator's Report**

The Board reviewed the director's report with interest.

To her report, Ms. McCahey added the following:

Ms. McCahey thanked the staff for their fantastic efforts with the grand opening of Discovery Grove. The Board of Trustees were very pleased with the new addition to the Sachem Public Library. Ms. McCahey informed the Board that there are currently 51 home school families containing 88 children. The webpage will be have update. The navigation for the menu will be a drop down rather than side to side. Ms. McCahey stated that South Huntington's Library new Assistant Director is Nick Tanzi. Ms. McCahey stated that the Zone I will be unifying their loan rules and fines procedures. SCLS PALS has improved the customer receipt format for patrons. At the bottom of the printed receipt it will indicate how much money was saved per customer. Ms. McCahey informed the Board that the PLDA Gold Fundraiser has changed its name to the Empire State Libraries Fundraiser. Forty-five representatives attended the School Administrators Meeting on August 20, 2018 at the Sachem Public Library.

## **Department Reports**

The Board reviewed the department statistics with interest. Mrs. Feitzinger, Assistant Director indicated year to date stats from the department reports. Total visits were down 1%, online visits went up 9% and door count was up 3%. The attendance for the following programs were noted: Children's increased 6%, Adult's increased 5%, Technology Center increased 32%, Teen's increased 18%, Outreach has increased 66%,. The self-check-out decreased 9%, On-line Circulation decreased 6.3%, Children's computer usage decreased 18%, the Technology Center computer usage decreased 4%, and the Teen computer usage decreased 9%. Wi-Fi usage increased 13%, the ATM decreased 19%, Café transactions are up 11% and Homebound Connections decreased 8%.

## **Old Business**

On the director's recommendation the Board confirmed the approval of the motion to make an emergency purchase of a replacement UPS (Uninterrupted Power Supply). The APC

Symmetra UPS Tower from Connection (formerly Gov Connection) at 732 Milford Road, Merrimack, NH 03054. At a cost of \$17,046.87 plus shipping. The purchase is under state contract and does not require additional quotes. (Longo, Winowitch; unanimous). The Director had previously emailed all Board members on July 19, 2018 and received motions for the emergency purchase.

### **New Business**

On the director's recommendation the Board approved the attendance at the following conferences in 2018-2019:

One employee to attend the National Association for the Education of Young Children Annual Conference in Washington, DC from November 14-17, 2018. (Barone, Longo; unanimous)

Two team members to attend ALA Mid-Winter Conference in Seattle, WA from January 25-29, 2019. (Paulsen, Barone; unanimous)

Two staff members to attend the Social Media Marketing World Conference in San Diego, CA from March 20-22, 2019. (Longo, Winowitch; unanimous)

Two professionals to attend Computers in Libraries Conference held in Arlington, VA from March 26-28, 2019. (Barone, Paulsen; unanimous)

Four employees to attend the ALA conference held in Washington, DC from June 20-25, 2019. (Longo, Barone; unanimous)

Four attendees at the NYLA Conference in Saratoga Springs, NY from November 13-16, 2019. (Winowitch, Paulsen; unanimous)

On the director's recommendation the Board approved the annual maintenance agreement for the heating, ventilation and air conditioning systems with Thermal Solutions, Inc., PO Box 12066, Hauppauge, NY 11788 for a total contract price of \$10,165.00 effective September 1, 2018 through August 31, 2019. The Library is contracted to pay four installment payments of \$2,541.25. (Longo, Winowitch; unanimous)

The Board approved the Sachem Public Library Closings for 2019. (Barone, Paulsen; unanimous)

The Disposal of Equipment was approved with changes to the Drone item. The Drone item stated on the Disposal Equipment report stated it was Broken/Not working properly. In fact it is to be donated to the Teen department for a summer reading prize. Ms. McCahey informed the Board that the library will have no use of this Drone due to operation requirements for the library. (Longo, Flavin; unanimous)

### **Other**

*The following was discussed and/or approved under **other** business:*

- 1. On the Director's recommendation the Board passed a resolution to approve the use of a donated Drone to be used as a summer reading club prize for eligible participants in the Teen Department. The Drone is valued at approximately \$108.00. (Winowitch, Longo; unanimous)*

2. *On the Director's recommendation the Board approved the purchase of an AMH – 3Bin Sorter (Self Return Unit) from EnvisionWare Inc., 2855 Premiere Parkway, Suite A, Duluth, GA 3009, at a price not to exceed \$47,500. The RFID Return sorter was approved in the 2018/2019 budget as part of the Computer Equipment budget line and is being purchased under New York State contract pricing. (Longo, Winowitch; unanimous)*
3. *On the Director's recommendation the Board approved the Change Order submitted by CDJ Electric, 91 Bridge Road, Hauppauge, NY 11788 at price of \$25,000 to supply and install LED Lighting fixtures in the Children's Department. (Winowitch, Barone; unanimous)*
4. *On the President of the Board's recommendation the Board approved final payment for services for Discovery Grove. Upon completion of punch list to Nassau Suffolk landscaping/ Bay gardens 80 Montauk Highway, east Moriches, NY 11940. (Longo, Winowitch; unanimous)*
5. *Marguerite Barone, a member of the Board of Trustee of the Suffolk Cooperative Library System reported to the Board that SCLS New Assistant Director is Roger Reyes. The SCLS Board has approved the projects of both boilers. The outside of the building is going to be painted. The Solar Carport project is near completion.*

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

The next Board Meeting will be held on Monday, September 17, 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 Empire State Libraries Fundraiser (formerly known as PLDA Golf Fundraiser and Dinner) will be on Thursday, September 27, 2018.

The director informed the Board that the SCLS Trustee Workshop: What Does It Mean To Support Children's Literacy Today? Will be held on Tuesday, November 13, 2018.

### **Correspondence**

A letter of retirement from Judith Romano.

### **Adjournment**

The meeting was adjourned at 8:18 p.m.

Respectfully submitted,

Diane Longo