

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

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

The meeting was called to order at 7:01 p.m.

The meeting began with the salute to the flag.

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

Public Participation: None

Guests: David Tellier of Nawrocki, Smith LLP, Donald Fischer and Joanne Ortiz, Coordinator of Finance

Ms. McCahey introduced Mr. Tellier of Nawrocki, Smith LLP to the Library Board of Trustees. Mr. Tellier introduced himself as audit partner of Nawrocki, Smith LLP. Mr. Tellier reviewed the annual auditor's report for the 2017/2018 fiscal year and found everything in order. Mr. Tellier made his recommendations to the Library Board. The two recommendations were to implement the Fund Balance Policy and the Capital Assets Policy. Mr. Tellier thanked the Board and complimented Joanne Ortiz and the Administrative staff for their assistance and thorough preparation of the library audit. The Board and Ms. McCahey thanked Mr. Tellier for spending the time to review the annual audit. The Board and Ms. McCahey also thanked Joanne Ortiz for her thorough preparation of the library audit.

Minutes

The minutes of the Board meeting of September 17, 2018 were approved. (Paulsen, Barone; unanimous)

Payroll and Related Expenses

The Payroll and Related Expenses for September 2018 in the amount of \$535,475.66 was approved. (Longo, Winowitch; unanimous)

Warrant #9 dated September 6, 2018 in the amount of \$22,074.02 was approved. (Longo, Barone; unanimous)

Warrant #11 dated September 20, 2018 in the amount of \$148,708.49 was approved. (Paulsen, Winowitch; unanimous)

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

Treasurer's Report

The Treasurer's Report for September 2018 in the amount of \$6,636,940.91 was approved. (Winowitch, Barone; unanimous)

The Board reviewed the revised Budget Status report for June 30, 2018.

Schedule of Bills

Trustee, Marguerite Barone, reviewed the October 15, 2018 Schedule of Bills before being presented to the Board for their approval.

The October 15, 2018 Schedule of Bills Warrant #10 in the amount of \$309,877.82 was approved. (Longo, Winowitch; unanimous)

Administrator's Reports

The Board reviewed each of the administrator's reports with interest.

Ms. McCahey added the following to her report:

Sachem Public Library has participated in all back to school nights and orientations within the Sachem Central School District. A total of 403 community members signed up for new library cards at these events. On October 24th the Ronkonkoma Chamber of Commerce will be hosting "A Taste of Ronkonkoma" at the Windows on the Lake. Ms. McCahey followed up about the new savings per customer that is printed at the bottom of the check-out receipt. SCLS cannot email this information at this point, they are working on a future enhancements. LED Lighting in Room J will be installed this week.

Mrs. Feitzinger reported to the Board about electricity bills. When comparing Budget Status Reports from June 30th between the years 2009 and 2018 the Library's electric bill went down considerably over the last four years. An average yearly cost for electric during the six pre-solar panels years (2009-2014) was \$173,702 vs \$139,619 during the last four years, reflecting an average of 19.6% savings (average of \$34,082 per year). More efficient compressors in the rooftop air conditioning units also contributed to these savings. Mrs. Feitzinger also reported to the Board about the Summer Reading Clubs registration. The Teen Department had 504 registered (13 more from 2017), 161 completed (7 less from 2017). The Adult Department had 659 registered (187 more from 2017) 419 read 3 books (85 more), 331 read 5 books (48 more). The Children's Department had 1934 children registered (96 more from 2017) 900 completed (52 more). Mrs. Feitzinger stated the staff if scarecrow decorating contest has begun.

Mr. Winowitch discussed the idea of publishing the electricity savings stats in the Newsletter.

Department Reports

The Board reviewed the department statistics with interest.

Internal Auditor's Report

Mr. Fischer gave an overview of his internal audit for the year ending June 30, 2018. The Board thanked him of his services and wished him well in his retirement.

SCLS Board Report, Marguerite Barone

Mrs. Barone reported to the Board that the Parking Lot and LED Lighting projects are near completion. She also informed the Board that there was a zero increase in member libraries. Ms. Barone stated that SCLS is discussing the increase in Overdrive fees for member libraries.

Old Business

Nothing to report.

New Business

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

The SCLS Draft 2019 Budget was presented to the Board for review. The Board will vote on the final version of this budget at the November Board meeting.

The Board approved the dates for the regular monthly Board of Trustees meetings for 2019 and determined of rotation for monthly signing of bills. (Winowitch, Longo; unanimous)

The Board reviewed and approved the Sexual Harassment Prevention Policy. (Winowitch, Paulsen; unanimous)

Other

Under the recommendation from the External Auditor the Board adopted a Fund and Minimum Balance Policy. (Winowitch, Paulsen; unanimous).

Under the recommendation from the External Auditor the Board adopted a Fix Asset Policy. (Barone, Paulsen; unanimous).

On the Director's recommendation the Board approved the amendment to the Studio Policy to update Line #10. (Barone, Winowitch; unanimous).

On the Director's recommendation the Board awarded the bid of Fidele Construction, Inc., 577 New Highway, Hauppauge, NY 11788, in the amount not to exceed \$35,000.00 for the renovation of the Children's Room kitchen. John Tanzi Architect's recommends Fidele Construction, Inc. to be the most suited for this project. (Barone, Longo; unanimous)

The Director informed the Board that the SCLS Trustee Workshop will be held on Tuesday, November 13, 2018.

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

The Director inform the Board that the Staff Appreciation Luncheon will be held on Wednesday, December 5, 2018.

Correspondence

A letter from Cook Maran & Associates was received.

A letter from a community member discussed by the Board.

Adjournment

The meeting adjourned at 8:35 p.m.

Respectfully submitted,

Diane Longo