

**SACHEM PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
NOVEMBER 19, 2018
7:00 P.M.**

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

The meeting was called to order at 7:04 p.m.

The meeting began with the salute to the flag.

The Board adopted the agenda. (Longo, Barone; unanimous)

Carol Paulsen informed the trustees that she will not be available for the November 19, 2018 Board meeting and was formally excused.

Public Participation: None

Minutes

The minutes of the Board meeting of October 15, 2018 were approved. (Winowitch, Longo; unanimous)

Payroll and Related Expenses

The Payroll and Related Expenses for October 2018 in the amount of \$538,617.53 was approved. (Winowitch, Barone; unanimous)

Warrant #12 dated October 1, 2018 in the amount of \$18,034.80 was approved. (Barone, Winowitch; unanimous)

Warrant #13 dated October 4, 2018 in the amount of \$22,053.32 was approved. (Longo, Winowitch; unanimous)

Warrant #14 dated October 18, 2018 in the amount of \$134,709.74 was approved. (Longo, Barone; unanimous)

The Payroll Summary for October 2018 was approved. (Barone, Winowitch; unanimous)

Treasurer's Report

The Treasurer's Report for October 2018 in the amount of \$6,664,438.44 was approved. (Longo, Winowitch; unanimous)

Schedule of Bills

Trustee, Robert Winowitch reviewed the November 19, 2018 Schedule of Bills before being presented to the Board for their approval.

The November 19, 2018 Schedule of Bills, Warrant #15 in the amount of \$251,638.20 was approved. (Winowitch, Longo; unanimous)

Administrator's Reports

Ms. McCahey added the following to her report:

Ms. McCahey and the Board thanked the staff for the wonderful job in participation of the Haunted Garden Event. There were many positive responses from the community. Preparation for the Winter Wonderland Garden of Lights has begun. The opening reception will take place on December 15th and the display will continue through December 21st. Ms. McCahey was proud of the award by Newsday for being one of the best companies to work for. Ms. McCahey informed the Board that the Solar Company warranty will be expiring in 60 days. She will be looking into having another company provide maintenance on the panels and have the panels working to the fullest potential. Ms. McCahey informed the Board that the external auditor responded to their inquiry about reserve accounts, they are a Repairs Reserve Account and an Employment Accrual Liability Reserve Account. Ms. McCahey reported to the Board on her experience at the NYLA Conference. She stated she gathered plenty on useful information from various seminars that she attended. Ms. McCahey requested that two Board members be appointed to the budget committee. The selected Board Budget Committee, Marguerite Barone, Diane Longo will be meeting with Ms. McCahey and Mrs. Feitzinger end of December beginning of January.

Mrs. Feitzinger reported to the Board on the EAP Annual Report. Between July of 2017 and June of this year five staff or family members contacted EAP and receive four additional counseling sessions. Forty-one employees attended EAP orientation during the Staff Development Day. Mrs. Feitzinger reported to the Board on the circulation of library borrowed Hotspots devices. Hotspots circulated 373 times since May. We own 30 of these devices at this time, each circulating about twice a month. All are out or on hold at a moment. Mrs. Feitzinger stated that the Friends of the Library reported that their organization has a total of 198 members: 103 annual and 95 lifetime. Since Friends gained more space for their Book Shelf Sales, their sales nearly doubled, growing from about \$500 to \$1000 a month. None of the excess books end up in the dumpster. A Friends representative delivers boxes to local Savers, Island Thrift and Goodwill. Mrs. Feitzinger also reported to the Board on Staff Activities. The Circulation Department and their Paddington Bear scarecrow won this years' contest. 358 votes were cast.

Department Reports

The Board reviewed the department statistics with interest.

SCLS Board Report

Nothing to report.

Conference Report

The conference reports to the NYLA in Rochester, New York were reviewed with interest.

Old Business

The Board approved the Proposed FY2019 SCLS Operating Budget. (Winowitch, Longo; unanimous)

New Business

The Board approved the election of Harold Trabold as SCLS Trustee. (Winowitch, Longo; unanimous)

On the Director's recommendation the Board approved Office Furniture for the Teen Department from Steelcase at 901 44th Street, Grand Rapids, MI 49508 in the amount of \$11,379.24. The Office Furniture will be purchased under New York State contract pricing. (Barone, Longo; unanimous)

On the Director's recommendation the Board approved the purchase of cabinets for the Children's Program Room Kitchenette from The Home Depot, 255 Pond Path, South Setauket, NY 11720 in the amount not to exceed \$16,683.84. Total cost will be pending an additional discount from Home Depot. The Project was preapproved in the FY 2018/2019 budget year. (Longo, Winowitch; unanimous)

On the director's recommendation the Board approved the Internal Auditor/Accounting Services proposal submitted by Janet Fernandez CPA, P.C. PO Box 17, Westhampton, NY 11978. Ms. Fernandez proposed a quarterly retainer of \$4,625 totaling \$18,500 a year for a three period. (Winowitch, Longo; unanimous)

The Board reviewed the EAP Report. Mrs. Feitzinger stated that Middle Country Library and Sachem Public Library will be partnering with each other offering EAP workshops staff members.

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

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

Other

On the Director's recommendation the Board approved the suggested changes to the Circulation and Loan Rule table. After thorough review and discussion with managers these changes are being recommended as a joint effort with the Town of Brookhaven Libraries. The objective is to give patrons a more consistent borrowing experience. (Barone, Winowitch; unanimous)

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

The Director informed the Trustees the SCLS Annual Meeting will be held on Wednesday, December 5, 2018.

The next Board Meeting will be held on Monday, December 17, 2018 at 7:00 p.m.

Adjournment

The meeting was adjourned at 8:25 p.m.

Respectfully submitted,

Diane Longo