

**SACHEM PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
JANUARY 22, 2019
7:00 P.M.**

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

The meeting was called to order at 7:00 p.m.

The meeting began with the salute to the flag.

Carol Paulsen and Marguerite Barone informed the trustees that they would not be available for the January 22, 2019 Board meeting and were formally excused.

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

Public Participation: None

Minutes

The minutes from the Board meeting of December 17, 2018 were approved. (Winowitch, Longo; unanimous)

The minutes of the Executive Session of the December 17, 2018 Board meeting were approved. (Winowitch, Longo; unanimous)

Payroll and Related Expenses

The Payroll and Related Expenses for December 2018 in the amount of \$514,983.09 was approved. (Longo, Winowitch; unanimous)

Warrant #20 dated December 13, 2018 in the amount of \$22,635.43 was approved. (Winowitch., Longo; unanimous)

Warrant #21 dated December 27, 2018 in the amount of \$131,320.82 was approved. (Longo, Winowitch; unanimous)

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

Treasurer's Report

The Treasurer's Report for December 2018 in the amount of \$6,094,465.74 was approved. (Longo, Winowitch; unanimous)

Schedule of Bills

Trustee, Robert Winowitch, reviewed the January 22, 2019 Schedule of Bills before being presented to the Board for their approval.

The January 22, 2019 Schedule of Bills, Warrant #23, in the amount of \$117,069.16 was approved. (Winowitch, Longo; unanimous)

Administrator's Reports

To her report, Ms. McCahey added the following:

Ms. McCahey thanked the Friends of Sachem Public Library for their generous donation of \$6,500 to the Museum Adventure Program. Ms. McCahey gave an update on the Farmingville Hills Chamber of Commerce. She informed the Board that that movie night has changed to Wednesdays. They have begun to prepare for their annual street fair and have requested Sachem Public Library to assist in the event. On January 10th the Holbrook Chamber of Commerce hosted Legislator Lindsay in which he gave an update on the future of Holbrook's Main Street. Neely recapped on the Board of Education Board Meeting. She stated the library has received recognition from the schools at these meetings. The District is participating in a Tri-State Consortia. Which focuses on more methods of how a teacher teaches and how a student learns. Not so much of the idea that students are taught to just take the test but to fully educate the student. Ms. McCahey gave an update on the building renovations. The Kitchenette in Program Room J has the floor down and the cabinets have arrived. Ms. McCahey encouraged the Board to return checked out books into the new RFID sorter.

Mrs. Feitzinger reported to the Board about actual spending costs on materials. Since 2012, books are going down slowly. Digital Resources have more than doubled. Media went up and down. Periodicals are going way down. Overall, the total spending for materials to provide a direct service to patrons has increased from 2012 to 2018.

Department Reports

The statistics were reviewed with interest. The report indicated a year-to-year analysis with most of the statistics increasing.

SCLS Board Report

Nothing to report.

Old Business

The Board confirmed the motion to approve the proposal for Drainage Investigation and Bandshell/Stage Conceptual Designs within the Inside/Out Garden to H2M Architects & Engineers, 538 Broad Hollow Road, Melville, NY 11747 at a price not to exceed \$13,500. (Longo, Flavin; unanimous). The original request was previously approved through email. Ms.

McCahey discussed the deterioration of the soil in the Inside/Out. The project is within budget and hopes to have it completed before the summer concerts.

The Board approved the revised Director's evaluation procedure. (Winowitch, Longo; unanimous)

New Business

The Board adopted the legal notice for the FY 2019/2020 Budget Vote and Trustee Election on April 2, 2019. (Longo, Winowitch; unanimous). The trustee position held by Carol Paulsen is up for vote this year.

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

On the Director's recommendation the Board approved the purchase of 25 HP EliteDesk 800 Computers from CDW-G at 200 N. Milwaukee Avenue, Vernon Hills, IL 60061, in the amount of \$19,500. The HP EliteDesk 800 Computers will be purchased under New York State contract pricing. (Longo, Winowitch; unanimous)

The Board approved one night of overnight travel to Albany on February 26, 2019 for Neely McCahey, Alicja Feitzinger, Robert Winowitch, Laura Panter, Kelly Sulima, Kristen Stroh, Amy Johnston, and Alexandra Mercado for meetings being held in advance of Library Advocacy Day activities on February 27, 2019. (Longo, Winowitch; unanimous)

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

Other

The following was discussed and/or approved under *Other Business*:

Ms. McCahey informed the Board that the LTA membership fee stayed the same for the last few years.

Mr. Flavin stated he set up another tour with SCLS and Assemblyman Joe DeStefano.

The next Board Meeting will be Tuesday, February 12, 2019.

The Director reminded the Board that Library Advocacy Day will be on February 26 & 27, 2019.

The Long Island Library Conference will be held on Thursday, May 9, 2019 in Melville, NY.

Correspondence

A letter of resignation from Lauren Gilbert was received.

A letter from the Lake Ronkonkoma Historical Society was received. The Board approved to extend the three-year lease agreement from a three-year term to a five-year term. The lease agreement would run from April 2019 to April 2024. (Longo, Flavin; unanimous)

A letter from a community member was received. The fifth grader has requested Sachem Public Library to loan Orion telescopes through the STAR (Sharing Telescopes and Astronomical Resources) program. The Director and the Board agree that is an excellent idea and will look into the STAR program.

Adjournment

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

Respectfully submitted,

Diane Longo