

**SACHEM PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
FEBRUARY 19, 2019**

**7:00 P.M.**

**(Due to impending inclement weather, this Board Meeting was rescheduled from February 12, 2019 at 7 p.m.)**

The regular meeting of Schem Public Library Board of Trustees was attended by Diane Longo, Dennis Flavin, Robert Winowitch, Carol Paulsen, 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.

Marguerite Barone informed the trustees that she would not be available for the February 19, 2019 Board meeting and was formally excused.

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

Public Participation: None

**Minutes**

The minutes from the Board meeting of January 22, 2019 were approved. (Longo, Flavin; unanimous)

**Payroll and Related Expenses**

The Payroll and Related Expenses for January 2019 in the amount of \$542,064.30 was approved. (Winowitch, Longo; unanimous)

Warrant #22 dated January 1, 2019 in the amount of \$17,766.80 was approved. (Longo, Winowitch; unanimous)

Warrant #24 dated January 10, 2019 in the amount of \$30,583.87 was approved. (Winowitch, Longo; unanimous)

Warrant #25 dated January 24, 2019 in the amount of \$134,536.96 was approved. (Paulsen, Longo; unanimous)

The Payroll Summary for January 2019 was approved. (Winowitch, Longo; unanimous)

**Treasurer's Report**

The Treasurer's Report for January 2019 in the amount of \$6,365,156.06 was approved. (Paulsen, Longo; unanimous)

## **Schedule of Bills**

Trustee, Robert Winowitch, reviewed the February 12, 2019 Schedule of Bills before being presented to the Board for their approval.

The February 12, 2019 Schedule of Bills, Warrant #26, in the amount of \$158,155.76 was approved. (Winowitch, Longo; unanimous)

## **Administrator's Reports**

The Board reviewed each of the Administrator's Reports with interest.

To her report, Ms. McCahey added the following:

Ms. McCahey informed the Board that Assemblyman Doug Smith had requested a room for the CDP Program. This program is to help seniors with disabilities to take control of their care. Ms. McCahey announced that a Marybeth Kozikowski applied for a traveling exhibit for kids to "Think About Money". It is intended for 7-11 year olds and could be featured in the gallery for six weeks if we are selected. Ms. McCahey discussed with the Board about reformatting the current Budget Brochure. She discussed ideas on a new style and suggested it to be available on the webpage as well as having hard copy of the information for the community to view. Mr. Flavin suggested sending an advanced copy of the information to the community leaders. Ms. McCahey reported to the Board on the latest Sachem School District Board of Education meeting. The district has thanked the Library for support within the school district. Ms. McCahey stated that an artist inquired about having her 911 artwork displayed in the Library.

Mrs. Feitzinger informed the Board that the Sachem Public Library launched the KNOWBE4 Anti-harassment Training through staff email. This program had launched a week ago and 43% of the staff has completed it. The supervisors will need to do an additional 70-minute training. The Director suggested that Board members, security and café personnel should take the training as well. Mrs. Feitzinger stated the Sachem Library has collaborated with Middle Country Library in EAP workshops for staff members to take. There are four workshops scheduled running from February through May.

## **Department Reports**

The Board reviewed all the department statistics with interest.

## **SCLS Board Report**

Nothing to report.

## **Old Business**

Mr. Flavin discussed with the members of the Board the recent tour he coordinated among SCLS, the Director, the Assistant Director, Assemblyman Joe DeStefano and Senator Monica R. Martinez. He stated the tour went very well and was great way to show the elected officials the role of SCLS and the importance has to do with Suffolk County Libraries.

The Director gave an update on renovations. The Children's Program Room Kitchen is progressing quite nicely. The countertop has been installed and now it is awaiting the faucet and refrigerator. The Teen department office remodel is completed. DesTEENation's stage and white board will be refurbished. Paperwork for the flooring has been submitted. Presently Schem Public Library is collecting proposals for refurbishment of the main floor bathrooms.

## **New Business**

The Director gave an update on negotiations. The Custodial, Professional, Part-time Clerical and Page Units are in the beginning stages of negotiations.

The Board approved the Library's 2018 Report to New York State for Public and Association Libraries with changes. (Winowitch, Longo; unanimous)

The Board approved the Proposed Budget for FY 2019/2020 as presented. (Winowitch, Paulsen; unanimous)

On the Director's recommendation, the Board approved the purchase of New Carpeting/Vinyl Flooring for Administration for \$11,198.923, (Longo, Paulsen; unanimous) Technical Services/Back hallways for \$13,004.42, (Longo, Winowitch; unanimous) and Circulation's office for \$8,699.30, (Winowitch, Longo; unanimous). The Carpeting and Vinyl Flooring are being purchased under SourceWell contract pricing (Formerly NJPA Contract Pricing).

On the director's recommendation, the Board approved the appointment of Nawrocki, Smith LLP as the Library's External Auditor for the year ending 2019. In accordance with their engagement letter, Nawrocki, Smith LLP will conduct the audit of the Library's financial statements for the year ending June 30, 2019 at a fee not to exceed \$16,000.00. (Longo, Paulsen; unanimous)

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

The Board adjourned into Executive Session at 8:21 p.m. (Winowitch, Longo; unanimous)

Regular Session resumed at 8:46 p.m.

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

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

Ms. McCahey reminded the trustees that Library Advocacy Day will be held in Albany, New York on February 26 and 27, 2019.

The next Board Meeting will be held on Monday, March 18, 2019 at 7:00 p.m.

The Library Budget Hearing will be held on Monday, March 18, 2019 at 7:00 p.m. in the Children's Program Room. Trustees were reminded to bring their FY 2019/2020 Proposed Budget Books.

Ms. McCahey reminded the Trustees that the Long Island Library Conference will be held on Thursday, May 9, 2019 in Melville, New York.

### **Correspondence**

A letter from Nawrocki Smith LLP was received.

### **Adjournment**

The meeting was adjourned at 8:50 p.m.

Respectfully submitted,

Diane Longo