

**SACHEM PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
MARCH 18, 2019  
7:00 P.M.**

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

The meeting was called to order at 7:39 p.m.

The meeting began with the salute to the flag.

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

Public Participation: None.

Robert Winowitch informed the trustees that he would not be able available for the March 18, 2019 Board meeting and was formally excused.

**Minutes**

The minutes from the Board meeting on February 19, 2019 were approved. (Longo, Paulsen; unanimous)

The minutes of the Executive Session of the February 19, 2019 Board meeting were approved. (Longo, Paulsen; unanimous)

**Payroll and Related Expenses**

The Payroll and Related Expenses for February 2019 in the amount of \$503,535.67 was approved. (Paulsen, Barone; unanimous)

Warrant #27 dated February 7, 2019 in the amount of \$15,998.93 was approved. (Longo, Barone; unanimous)

Warrant #29 dated February 21, 2019 in the amount of \$140,354.55 was approved. (Marguerite, Longo; unanimous)

The Payroll Summary Report for February 2019 was approved. (Longo, Barone; unanimous)

**Treasurer's Report**

The Treasurer's Report for February 2019 in the amount of \$6,582,463.67 was approved. (Longo, Barone; unanimous)

**Schedule of Bills**

Trustee, Marguerite Barone, reviewed the March 18, 2019 Schedule of Bills before being presented to the Board for their approval.

The March 18, 2019 Schedule of Bills, Warrant #28, in the amount of \$274,032.73 was approved. (Longo, Paulsen; 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 read a note from Assemblyman Joe DeStefano thanking Sachem Public Library for making the trip up to Albany for Library Advocacy Day. Ms. McCahey informed the Board that there would be changes in the registration for the cooking classes. Ms. McCahey received a suggestion from a community member to lend out museum passes digitally. She will be looking into which museums may offer these services. Ms. McCahey spoke of several staff members latest accomplishments; such individuals were from the Teen Department, Children's Department and Outreach Services. Ms. McCahey gave an efficiency overview to the Board.

Mrs. Feitzinger reported to the Board of operating budgets in other libraries. She focused her first analysis on Zone 2 libraries. The spending per person ranges from \$83 to \$285 per person. Her second analysis compares the population of the 10 largest library districts within Suffolk County. The spending per person ranges from \$80 to \$249. Sachem spends \$129 per capita. According to her findings Sachem is not over spending or underspending; the per capita is fitting nicely in the middle of the other libraries.

### **Department Reports**

The Board reviewed all the department statistics with interest.

### **SCLS Board Report**

Marguerite Barone, a member of the Board of Trustees of the Suffolk Cooperative Library System followed up with an answer on a question that a trustee had at a previous Board Meeting. She stated that the SCLS was established in 1962 on West Avenue in Patchogue, New York. In 1964 they were the first occupants at the Sunrise Highway, Bellport, New York building and are still there. Mrs. Barone reviewed SCLS statistics with the Board. She stated that physical checkouts have dropped 53% from 2009 to 2018. She also informed the Board that digital resources increased 25%, and spending increased 12% from 2017. Mrs. Barone announced the change of officers on SCLS Board. Mrs. Barone will serve as President. Mrs. Barone stated on May 3, 2019 SCLS is hosting a "See For Yourself" Fair for the visual impaired. This event will be opened to the public from 9am-3pm. Mrs. Barone informed the Board of licensing agreements are required for movies, food and music performers. Ms. McCahey stated Sachem Public Library has the necessary licensing for movie showings and food programs. Mrs. Barone stated that the SCLS PALS system had occurred slowness, they made improvements but has not yet been completely resolved. Mrs. Barone informed the Board that SCLS would have security cameras installed at the end of this month.

### **Old Business**

The Budget Vote and Trustee Election will be held on Tuesday, April 2, 2019, 9:30 a.m. to 9:00 p.m. Carol Paulsen is running unopposed for re-election.

The Sexual Harassment Prevention policy was approved by the Board on October 15, 2018 and super-seceded the Anti-Harassment policy. After a discussion, the Board decided to reinstate the Anti-Harassment policy because of the material is different and should be part of the Sachem Public Library

policies. In addition, the Board suggested a change in the Sexual Harassment Policy. There will be a review of both the policies at next month's Board meeting.

### **New Business**

On the Director's recommendation, the Board awarded the OGS Security Mini Bid (Group 71001–Award 23106) to Simaren Corp., dba Wisdom Protective Services, for security services, for the period of April 1, 2019 through March 31, 2020. Wisdom was the second lowest bidder but was the best value solution using the library's Award Evaluation Cost Matrix, with a point total of 98.95. The Straight Time Hourly Bill will be \$25.38. This rate will only change, on a relative basis, as the Security Services Prevailing Wage Rate changes for our area. (Longo, Flavin; unanimous)

On the Director's recommendation, the Board approve Food for Fines Amnesty Week from June 14 through June 22, 2019 to coincide with the start of the Summer Reading Club. All fines will be waived on items checked out. (Longo, Flavin; unanimous)

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

The Board adjourned into Executive Session at 8:12 p.m. to discuss collective negotiations. (Barone, Longo; unanimous)

Regular Session resumed at 8:16 p.m.

The Personnel Report was approved. (Paulsen, Longo; unanimous)

The Personnel Report for an extended leave of absence was approved. (Longo, Barone; unanimous)

The request for an additional employee requiring an extended leave of absence was approved. (Longo, Barone; unanimous)

The reclassification of an employee's position was approved. (Longo, Barone; unanimous)

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

The next Board Meeting will be held on Monday, April 15, 2019 at 7:00 p.m.

### **Adjournment**

The meeting was adjourned at 8:32 p.m.

Respectfully submitted,

Diane Longo