

**SACHEM PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
APRIL 15, 2019
7:00 P.M.**

The regular meeting of Sachem Public Library Board of Trustees was attended by Marguerite Barone, Dennis Flavin, Carol Paulsen, 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.

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

Diane Longo informed the trustees that she would not be able available for the April 15, 2019 Board meeting and was formally excused.

Public Participation: The Director, Assistant Director and the Board of Trustees visited the Teen program *Pizza and Politics with Assemblyman Doug Smith*.

The Board accepted the passed Budget Vote and Trustee Election results. (Winowitch, Barone; unanimous). The Board congratulated Carol Paulsen on her re-election as Library Trustee. The vote results were 304 to 65.

Minutes

The minutes of the Sachem Public Library Annual Budget Hearing on March 18, 2019 were approved. (Paulsen, Barone; unanimous)

The minutes of the Regular Board meeting of March 18, 2019 were approved. (Winowitch, Paulsen; unanimous)

The minutes of Executive Session on March 18, 2019 were approved. (Barone, Paulsen; unanimous)

Payroll and Related Expenses

The Payroll and Related Expenses for March 2019 in the amount of \$510,121.60 was approved. (Winowitch, Barone; unanimous)

Warrant #30 dated March 7, 2019 in the amount of \$20,453.19 was approved. (Paulsen, Winowitch; unanimous)

Warrant #31 dated March 21, 2019 in the amount of \$141,136.50 was approved. (Barone, Paulsen; unanimous)

The Payroll Summary Report for March 2019 was approved. (Winowitch, Barone; unanimous)

Treasurer's Report

The Treasurer's Report for March 2019 in the amount of \$6,661,889.76 was approved. (Barone, Winowitch; unanimous)

Schedule of Bills

Trustee, Carol Paulsen, reviewed the April 15, 2019 Schedule of Bills before being presented to the Board for their approval.

The April 15, 2019 Schedule of Bills, Warrant #33, in the amount of \$185,100.45 was approved. (Winowitch, 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 reported to Board that staff has been preparing for the Summer Reading Kickoff. The webpage will feature a special tab just for the summering reading registration to make it easily accessible for community members. Build it forward is progressing down from High School to Middle School. Ms. McCahey informed the Board that Teen Studio time requests are now online. For example, if someone needs to use a button maker for an hour, the person can utilize that online platform for requests. Ms. McCahey stated the upcoming events for the Farmingville Chamber of Commerce. On April 30th the Brookhaven Chambers of Commerce Coalition Event that the library made the giveaway of champagne flutes with the Chamber's logo on it. The Holbrook Chamber of Commerce will be hosting a Memorial Parade on May 27th. The Holbrook Carnival will be August 15-18th. An Islip historian from the Holbrook Chamber of Commerce was interested in setting up programs at the library. At the Board of Education meeting, some of the topics were longer school days and teachers teaching at a pacing level. The Assistant Superintendent for Curriculum and Instruction stated she was interested in schools to come to the library for field trips. She also stated that the Summer Enrichment Camp will held at the Nokomis and wants the campers to become involved with Discovery Grove. Ms. McCahey encouraged the Board to give constructive criticism concerning the appearance of the Newsletter and the Webpage. A discussion took place concerning the availability of borrowing the "Hotspots." Apparently, it is not easily accessible when using a mobile device to reserve the "Hotspot."

Mrs. Feitzinger reported on the drastic changes in the last three years on the monthly Newsletter. Starting with the top banner and full color in March of 2016, introducing themes on the front page in July of 2018. The Think Tank Team has been planning ahead themes for upcoming months.

Department Reports

The Board reviewed the department statistics with interest.

SCLS Board Report

Marguerite Barone, a member of the Board of Trustees of the Suffolk Cooperative Library System stated she was not at the last SCLS meeting however, she was able to summarize minutes provided for that the meeting. She informed the Board that the 2018 Audit has been completed and went very well. She also reported that the Outreach Services asked for the member libraries to have signs available for the Crisis Center and the Veteran's Crisis Center. She informed the Board that spring painting for the exterior rear building would be taking place in the near future. A new time card system (workforce one) has been installed and it improved user experience. The Great Give Work Pilot Program invited ten libraries and six of the libraries have already signed on. Ms. McCahey added that one of Sachem Public Librarians is a committee member of the Great Give Back Program.

Conference Reports

The Board reviewed the Social Media Marketing World Conference and Computers in Libraries Conference reports with interest.

Old Business

The Board approved the reinstatement of the Anti-Harassment Policy. (Barone, Winowitch; unanimous)

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

New Business

On the Director's recommendation, the Board approved the purchase of furniture knockdown and reassembly services from Waldner's at 125 Route 110 Farmingville, NY 11735 in the amount of \$11,720. This service is needed for the installation of new flooring in the Administration and Circulation offices. (Winowitch, Paulsen; unanimous)

On the Director's recommendation, the Board approved the proposal for landscaping and maintenance services for Discovery Grove submitted by Briguglio Quality Cuts Landscaping, PO Box 925 Holbrook, NY 11741 in the amount of \$5,200. This proposal includes the purchase and installation of fibar mulch surface material. The proposal process was in accordance with Sachem Public Library's Purchasing Policy guidelines. (Barone, Winowitch; unanimous)

On the Director's recommendation, the Board approved the bid for the upgrade/replacement and ADA compliance of the library's main floor bathroom sinks, countertops and mirrors from Fidel Construction, Inc., 600 Johnson Avenue, Suite D10, Bohemia, NY 11716 in the amount of \$22,885. Fidel Construction Inc., is the lowest bidder on the project. The bid process was in accordance with Sachem Public Library's Purchasing Policy guidelines. (Barone, Winowitch; unanimous)

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

The Personnel Report was approved. (Barone, Winowitch; unanimous)

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, May 20, 2019 at 7:00 p.m.

Adjournment

The meeting was adjourned at 8:56 p.m.

Respectfully submitted,

Diane Longo