

**SACHEM PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
MAY 20, 2019
7:00 P.M.**

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

The meeting was called to order at 7:03 p.m.

The meeting began with the salute to the flag.

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

Public Participation: None

Minutes

The minutes of the Board meeting of April 15, 2019 were approved. (Paulsen, Winowitch; unanimous)

Payroll and Related Expenses

The Payroll and Related Expenses for April 2019 in the amount of \$539,736.93 was approved. (Longo, Barone; unanimous)

Warrant #32 dated April 1, 2019 in the amount of \$32,101.30 was approved. (Paulsen, Winowitch; unanimous)

Warrant #34 dated April 4, 2019 in the amount of \$20,801.10 was approved. (Longo, Barone; unanimous)

Warrant #35 dated April 18, 2019, in the amount of \$132,925.30 was approved. (Barone, Winowitch; unanimous)

Payroll Summary

The Board approved the Payroll Summary for April 2019. (Longo, Winowitch; unanimous)

Treasurer's Report

The Treasurer's Report for April 2019 in the amount of \$6,806,896.02 was approved. (Winowitch, Barone; unanimous)

Schedule of Bills

Trustee, Marguerite Barone, reviewed the May 20, 2019 Schedule of Bills before being presented to the Board for their approval.

The May 20, 2019 Schedule of Bills, Warrant #36, in the amount of \$273,041.57 was approved. (Paulsen, Longo; unanimous)

Administrator's Reports

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

To her report, Ms. McCahey added the following:

The Board viewed the ad that will be featured at the Ronkonkoma Regal Movie Theater to be shown during the summer. The advertisement will be featured 10 minutes before every show. It will also be on display in the lobby of Movie Theater. Sachem Public Library can buy the rights to release the ad and use it on Facebook as well. Congratulations to the Friends of Sachem Library Scholarship winners—Nicholas DeSimone and Christian Stilwagen. Ms. McCahey stated that Discovery Grove space is evolving. The area is continuously being reconfigured and ideas of modifying the water play area are in the works. Ms. McCahey informed the Board that the Teen department whiteboard installation has been completed and the stage is almost done. The stockade fence has been repaired and planting in the flagpole area is finished. Ms. McCahey informed the Board of Social Media statics. She had informed the Board of a recent meeting from a representative from Brightview Senior Living Center in Sayville. The facility is located within the Sachem Public Library boundaries. She spoke about services, programs and outreach opportunities that the seniors may be interested in what the Library has to offer. The Sachem Central School District Budget Vote will be tomorrow. There are five open positions for the Board of Education. Ideas from the Innovative User Group Conference gave information about different software to replace Sachem Public Library's online programming calendar. The current online programming calendar is not scheduled for any more enhancements and will eventually become obsolete.

Department Reports

The Board reviewed the department statistics with interest. The Board observed a decrease in attendance for programs. The Assistant Director stated she would have her next month's report to reflect the decrease in attendance.

SCLS Board Report

Marguerite, SCLS Board Member, reported to the Board about the Long Island Conference workshop "The Key to Engaging Older Adults @ Your Library". The workshop was very informative and she passed information to Director, Assistant Director and Board to review. Mrs. Barone stated she attended a workshop on internet privacy. Some key points she acquired from the workshop were not use the location when using a mobile device and use Google incognito mode. The patrons will appreciate using

this mode on the computer because it will automatically delete information after use. Mrs. Barone reviewed with Board on copyrights for music licenses. SCLS has ordered a mobile library center, which is expecting it to be ready in January 2020. All but one of the forty-member libraries budget votes passed. An estimated 84% overall were YES votes. The remaining budget votes will take place when their School District has their voting. Trustee Training will begin January 2020. Mrs. Barone went through the SCLS statics; checkouts decreased, renewals and downloads increased. Overall circulation increased. SCLS rear building will be power washed and painted.

Conference Reports

The Board reviewed the conference reports for NYLS YSS Spring Conference and the Innovative Users Group Conference.

Old Business

Nothing to report

New Business

On the Director's recommendation, the Board of Trustees approved the purchase under state contract of two smart board display screens to be installed in the Board Room and Technology Center from Adwar Video, 125 Gazza Blvd. Farmingdale, NY 11735 in the amount of \$10,708.00. (Winowitch, Paulsen; unanimous)

On the Director's recommendation, the Board of Trustees approved the purchase and installation of a storage shed for the Inside Out garden from, Kaufold's Country Sheds and Gazebos, PO Box 545 745 Middle Country Road Ridge, NY 11961 in the amount of \$17,119.00. (Winowitch, Longo; unanimous)

On the Director's recommended the Board of Trustees to approve, as previously discussed, the concept of a shade sail in the lower patio area to create a shaded space, increase potential for utilization and improve aesthetics from Capitol Awning Company at 105-15 180th Street, Jamaica, NY 11433 in the amount not to exceed \$17,500. After discussion, the Director will contact the company and review a warranty on the shade sail. If acceptable a motion will be made through an email.

On the Director's recommendation the Board of Trustees to approved the annual renewal subscription for Adobe Creative Cloud, Adobe Acrobat Pro DL, Adobe Dreamweaver, Adobe InDesign, and Adobe Photoshop. The software will be purchased from Abode at 345 Park Avenue, San Jose, CA 95110 for \$23,992.32. (Longo, Barone; unanimous)

On the Director's recommendation the Board of Trustees to approved the Purchase, Knock-down and installation of office furniture for the Tech Services, Community Engagement, Studio, and Graphic Design department (12 plus workstations). From Waldner's 125 Route 100 Farmingdale, NY 11735 at an amount not to exceed \$85,000. (Barone, Longo; unanimous)

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

Regular Session resumed at 8:45 p.m.

The next Board Meeting will be held on Monday, June 17, 2019 at 7:00 p.m.

Adjournment

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

Respectfully submitted,

Diane Longo