

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

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

The meeting was called to order at 7:08 p.m.

The meeting began with the salute to the flag.

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

Public Participation: None

Carol Paulsen was sworn in at an earlier date as an elected trustee for a five-year term from July 1, 2019 to June 30, 2024.

The rotation of officers was recognized with Robert Winowitch named as President for the period of July 1, 2019 to June 30, 2020 and Diane Longo named as Vice President for the period of July 1, 2019 to June 30, 2020.

The floor opened for nominations for the position of Secretary.

Dennis Flavin made a motion to nominate Marguerite Barone for Secretary of the Sachem Public Library Board of Trustees for the period of July 1, 2019 to June 30, 2020. Carol Paulsen seconded the motion. Motion carried unanimously.

Minutes

The minutes of the Regular Board meeting of June 17, 2019 were approved. (Longo, Flavin; unanimous)

The minutes of the Executive Session of the June 17, 2019 Board meeting were approved. (Longo, Flavin; unanimous)

Payroll and Related Expenses

The Payroll and Related Expenses for June 2019 in the amount of \$567,246.12 was approved. (Longo, Barone; unanimous)

Warrant #41 dated June 13, 2019 in the amount of \$67,498.57 was approved. (Barone, Flavin; unanimous)

Warrant #42 dated June 27, 2019 in the amount of \$137,818.02 was approved. (Flavin, Paulsen; unanimous)

Payroll Summary

The June 2019 Payroll Summary was approved. (Barone, Paulsen; unanimous)

Treasurer's Report

The Treasurer's Report for June 2019 in the amount of \$6,841,757.44 was approved. (Flavin, Paulsen; unanimous).

Schedule of Bills

Trustee, Diane Longo, reviewed the July 15, 2019 Schedule of Bills before being presented to the Board for their approval.

The July 15, 2019 Schedule of Bills, Warrant #1 in the amount of \$439,417.74 was approved. (Longo, Flavin; unanimous)

Administrator's Reports

The Board reviewed the director's report with interest.

To her report, Ms. McCahey added the following:

Ms. McCahey thanked Mr. Flavin and Mr. Winowitch for attending the Eagle Scout ceremony on June 23, 2019. Ms. McCahey stated she received a sincere email commending a staff member for helping a college age student that had their flash drive stolen. A Sachem Public Library staff member was able to recover the documents through the cloud. The summer is busy and registration for the Summer Reading Program is progressing quite nicely. Ms. McCahey showed the new welcome brochure to the Board of Trustees. Ms. McCahey distributed pictures from the "Build Your Own Outdoor Tent" program. She also stated that the Discovery Grove's water table has been repeatedly being misused. Ms. McCahey stated the Friends of Sachem Public Library have set of "pop-up" table in the lobby for a few weeks in the lobby. The sale of the books are doing very well. All 500 wristbands for the first summer concert were given out. After the many requests, the library purchased instruments to be used for musicians to record their music in the soundproof podcasting studio. Ms. McCahey spoke about her latest meeting with the Holbrook Chamber of Commerce. The Commerce is interested in setting up a tent at the Fall Festival. The group discussed Holbrook's planning to modify Main Street in regards to the Ronkonkoma Hub. The Studio will help create the award for Assemblyman Doug Smith's Summer Reading Ceremony at the end of the Summer. Assemblyman Doug Smith will be speaking at the Friends Meeting on October 10, 2019. Ms. McCahey spoke about the Social Media stats. A group discussion took place regarding an article in the Long Island Advance concerning the renovation of Mastics-Moriches-Shirley Library.

Mrs. Feitzinger reported to the Board of the Outreach Department plans for the summer. Outreach will be very busy for the next 8 weeks. They are teaming up with the Sachem Central School District's summer programs from K-2nd grade, the Teen Enrichment Program, SCOPE and special needs campers. All the groups will be registered with Sachem Public Library's Summer Reading Programs. In addition, Outreach will be representing the Library at the Regal Movie Theater, Blueberries & Blues Festival @ Holbrook Country Club, and the Holbrook Carnival & Craft Festival. At the end of August, they will be assisting in Middle and High School's orientations.

Department Reports

The Board reviewed the department statistics with interest

SCLS Board Report

Mrs. Barone stated that SCLS did not have their July Board meeting yet. She stated that the state legislators reinstated the \$20 million construction grant. It is awaiting final approval from the Governor.

Old Business

On the Director's recommendation, the Board approved the closing time for New Year's Eve to be at 2pm. (Paulsen, Barone; unanimous)

New Business

On the Director's recommendation, the Board approved Andrew Martingale representing the firm of Hamburger, Maxson, Yaffe, Wishod, Knauer & McNally, LLP of 225 Broadhollow Road, Suite 301E, Melville, NY 11747, as library attorney at the rate of \$245.00 per hour. (Longo, Barone; unanimous)

On the Director's recommendation, the Board approved the appointment of the firm of RivkinRadler, LLP, 926 RXR Plaza, Uniondale, NY 11556-0926 as library negotiator and employment attorney at the rate of \$240.00 per hour for the duration of the ratification of contracts expiring June 2022. (Barone, Longo; unanimous)

On the Director's recommendation, the Board approved the appointment of Nawrocki, Smith LLP as Library External Auditor for 2019/2020 at a fee not to exceed \$16,000.00 in accordance with the engagement letter. A separate engagement letter may be issued covering any additional services or fees. (Flavin, Winowitch; unanimous)

On the Director's recommendation, the Board approved the appointment of Eric Hofmeister as library treasurer at the rate of \$400.00 per month. (Barone, Longo; unanimous)

On the Director's recommendation, the Board approved the designation of The Bridgehampton National Bank, 2200 Montauk Highway/PO box 3005, Bridgehampton, NY 11932 and TD Bank, 155 Pinelawn Road, Melville, NY 11747, for savings, certificates of deposit, checking, and money market accounts. (Winowitch, Barone; unanimous)

On the Director's recommendation, the Board approved the following institutions as depositories of library funds for the purpose of investment: (1) The Bridgehampton National Bank, (2) JP Morgan Chase Bank, NA (3) JP Morgan Chase Investment Services Corp., NA (4) The Bank of New York (5) Citibank, (6) TD Bank, (7) HSBC Bank USA, (8) Capital One, (9) United States Treasury. (Longo, Barone; unanimous)

In accordance with the Procurement Policy, the Board appointed Board members, Carol Paulsen and Dennis Flavin as authorized signers for the 2019/2020 fiscal year. (Barone, Winowitch; unanimous)

On the Director's recommends the appointment of Neely McCahey as records Management Officer (RMO) in compliance with the New York State Department of Education, Office of Cultural Information; New York Archives. (Longo, Winowitch; unanimous)

On the Director's recommendation, the Board approved the following newspapers to be used officially at any time it appears to the advantage of the library to do so: (1) Ronkonkoma Review and (2) Suffolk County News. (Barone, Winowitch; unanimous)

On the Director's recommendation, the Board approved the appointment of Denise Scarbeck and Virginia Pfeifer as Innovative Coordinators each receiving a \$1,000.00 stipend. (Winowitch, Flavin; unanimous)

The Board approved the designated Bills Paid out of Schedule for 2019/2020. (Barone, Paulsen; unanimous)

The Board approved for 2019/2020 payment to the Long Island Railroad be paid with payroll. (Longo, Winowitch; unanimous)

On the Director's recommendation, the Board approved the purchase of a banner with the Library's logo on it to support the Sachem North Touchdown Club. (Barone, Winowitch; unanimous)

The Board reviewed the Organizational Chart.

Other

Mr. Flavin discussed using the library as a cooling center for the community during heat waves when temperatures rise above 100 degrees and for long-term power outages.

Mrs. Barone stated that she liked the August Newsletter however had issues reading some of the colored font.

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

The Board adjourned into Executive Session at 8:37 p.m. to discuss Director's Annual Review, Negotiations and Civil Services updates. (Flavin, Longo; unanimous)

Regular Session resumed at 9:29 p.m.

On the Director's recommendation, the Board approved the ratified Memorandum of Agreement between the Library and the Professional Unit. The contract covers the period of July 1, 2019 through June 30, 2022. (Barone, Winowitch; unanimous)

On the Director's recommendation, the Board approved the ratified Memorandum of Agreement between the Library and the Part Time Clerical and Page Unit. The contract covers the period of July 1, 2019 through June 30, 2022. (Longo, Flavin; unanimous)

On the Director's recommendation, the Board approved the creation of a Librarian I position and a Librarian II position through Civil Service. (Winowitch, Longo; unanimous)

The Board decided to schedule the Director's Annual Review at the October Board Meeting.

The next Board Meeting will be held on Monday, August 19, 2019 at 7:00 p.m.

The Director reminded the Board that the Legislative Breakfast will be held at SCLS on September 20, 2019.

The Director reminded the Board that the PLDA Golf Fundraiser and Dinner will be held on Thursday, September 26, 2019.

The 2019 Trustee Workshop at SCLS will be held on October 29, 2019 at SCLS. The guest speaker will be Nicole Turner-Lee.

Correspondence

Mr. Winowitch read letters from a community member and a staff member addressed to the Sachem Public Library's Board of Trustees.

Adjournment

The meeting adjourned at 9:47 p.m.

Respectfully submitted,

Marguerite Barone