

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

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

The meeting was called to order at 7:01 p.m.

The meeting began with the salute to the flag.

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

Public Participation: None

Minutes

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

The minutes of the Executive Session of the July 15, 2019 Board meeting were approved. (Barone, Longo; unanimous)

Payroll and Related Expenses

The Payroll and Related Expenses for July 2019 in the amount of \$562,412.28 was approved. (Flavin, Barone; unanimous)

Warrant #2 dated July 1, 2019 in the amount of \$17,991.60 was approved. (Paulsen, Longo; unanimous)

Warrant #3 dated July 11, 2019 in the amount of \$19,941.08 was approved. (Longo, Paulsen; unanimous)

Warrant #5 dated July 25, 2019 in the amount of \$137,692.40 was approved. (Barone, Flavin; unanimous)

Payroll Summary

The July 2019 Payroll Summary was approved. (Longo, Flavin; unanimous)

Treasurer's Report

The Treasurer's Report for July 2019 in the amount of \$6,744,507.69 was approved. (Barone, Flavin; unanimous)

Schedule of Bills

Trustee, Diane Longo, reviewed the August 19, 2019 Schedule of Bills before being presented to the Board for their approval.

The August 19, 2019 Schedule of Bills, Warrant #4, in the amount of \$286,551.96 was approved. (Flavin, Barone; unanimous)

Administrator's Report

The Board reviewed the director's report with interest.

To her report, Ms. McCahey added the following:

Ms. McCahey thanked Mr. Winowitch for attending the Administrators Retreat earlier in the morning. This is the third Annual Administrators Retreat hosted at the Sachem Public Library for staff at the Sachem Central School District. The Studio Department has restructured their space. The department has additional programming scheduled in the upcoming future. Revision of policies will be presented to the Board at next month's Board Meeting. The Outreach Department has been very busy with the schools over the summer. An Eagle Scout has presented a project to improve to the Inside/Out. The Eagle Scout will create a display mapping out the area. Chromebooks are available for students to borrow at a week at a time. Ms. McCahey stated that Sachem Public Library will host Pizza and Politics on October 7, 2019 with Senator Martinez. Assemblyman Doug Smith invited Suffolk officials and National Grid representatives to meet at the Sachem public Library to discuss the potential gas pipeline to run from New Jersey to the Rockaways. The Assemblyman will also host a mobile one-on-one on October 9th at the library. On October 10th he will be a guest speaker at the Friends meeting and on October 11th he will also be hosting an Summer Reading Awards Ceremony. Ms. McCahey informed the Board that the Lake Ronkonkoma Civic Organization will be hosting a "Meet the Candidate" event on October 10th at the library. On September 4th the Farmingville Hills Chamber of Commerce will be holding a multi-chamber meeting with the Hauppauge Industrial Association to discuss the importance of the industrial park. Ms. McCahey announced that the Sachem Public Library came in 2nd place in the county for Battle of the Books. Ms. McCahey went over the Social Media Statics; The shark costume had the most views on Facebook. She also informed the Board the Teen and Children Librarians hosted a Home Schooling 101 Workshop in May. Beginning in October there will be themed drop in Homeschool programs.

Mrs. Feitzinger reported to the Board a comparison of the STEAMcon events. The event has taken place for three years in a row. Mrs. Feitzinger stated that the front door counter are not an accurate number of people who attended the event. Community members who came to event stayed in the parking lot has access into the library through other entrances in the building. However, the numbers do give an idea the attendance each year. 2019 was the largest turnout. In 2018, a regional event was taking place in a nearby town. In 2017, the number decreased when the weather turned into rain. When planning large events area festivals will need to be taken into consideration and hopefully the weather cooperates.

Department Reports

The Board reviewed the department statistics with interest.

SCLS Board Report

Mrs. Barone reported to the Board that the Governor signed the Capital Construction bill to reinstate the \$20 million of grants. On September 20, 2019 is the Legislative Breakfast. On October 29th is the Trustee Workshop. Nicole Turner Lee will be hosting “Digital Divide and the Impact on the Community.” Mrs. Barone also informed the Board two area libraries have Goat Yoga.

Old Business

The Board approved the Revised Directors Evaluation Procedure. (Longo, Flavin; unanimous)

On Friday, August 9, 2019, the Custodial Bargaining Unit voted to accept the Memorandum of Agreement between the Library and their Unit. The contract covers the period of July 1, 2019 -June 30, 2022. On the Director’s recommendation, the Board ratified this agreement and approved the contract between the Sachem Public Library and the custodial Unit. (Flavin, Barone; unanimous)

New Business

On the Director’s recommendation, the Board approved the annual maintenance agreement for the heating, ventilation and air conditioning systems with Thermal Solutions, P.O. Box 12066, Hauppauge, NY 11788 for a total contract price of \$10,315.00 effective September 1, 2019 through August 31, 2020. The Library is contracted to pay four installment payments of \$2,578.75. (Longo, Barone; unanimous)

On the director’s recommendation, the Board approved the attendance at the following conferences in 2019-2020:

Four employees to attend Public Library Association Conference February 25-29 in Nashville, TN.

Two team members to attend SXSW March 13-22 in Austin, TX.

Two staff members to attend the Computers In Libraries Conference in Arlington, VA from March 31-April 2.

One professional to ALA in Chicago, IL. June 25-30.

Two librarians to Outdoor Education Conference, details TBA.

(Paulsen Winowitch; unanimous)

The Board approved the Sachem Public Library Closings for 2020. (Barone, Longo; unanimous)

The Board reviewed the changes in the Application for Use of the Public Meeting Room form.

The Board approved the Personnel Report. (Longo, Barone; unanimous)

The Board adjourned into Executive Session at 8:03 p.m. to discuss Negotiations and Personnel. (Winowitch, Longo; unanimous)

Regular Session resumed at 8:48 p.m.

Other

*The following was discussed and/or approved under **other** business:
On the Director's recommendation, the Board approved Petty Cash to be replenished with the first of the month bills and with regular scheduled bills as needed in active months.
(Winowitch, Longo; unanimous)*

The next Board Meeting will be held on Monday, September 16, 2019 at 7:00 p.m.

The Director reminded the Board that the Legislative Breakfast, Friday, September 20, 2019 at SCLS.

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

The Director reminded the Board that the 2019 Trustee Workshop, October 29, 2019 at SCLS.

Correspondence

A letter from a staff member.

A thank you note from a patron.

Adjournment

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

Respectfully submitted,

Marguerite Barone