

**SACHEM PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
OCTOBER 21, 2019
7:00 P.M.**

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

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. (Flavin, Barone; unanimous)

Public Participation: None

Guests: David Tellier of Nawrocki, Smith LLP and Joanne Ortiz, Coordinator of Finance

Robert Winowitch introduced Mr. Tellier of Nawrocki, Smith LLP to the Library Board of Trustees. Mr. Tellier introduced himself as audit partner of Nawrocki, Smith LLP. Mr. Tellier reviewed the annual auditor's report for the 2018/2019 fiscal year and found everything in order. Mr. Tellier made no recommendations to the Library Board. The two recommendations from last year were implemented. Mr. Tellier thanked the Board and complimented Joanne Ortiz and the Administrative staff for their assistance and thorough preparation of the library audit. The Board and Ms. McCahey thanked Mr. Tellier for spending the time to review the annual audit. The Board and Ms. McCahey also thanked Joanne Ortiz for her thorough preparation of the library audit.

Minutes

The minutes of the Board meeting of September 16, 2019 were approved. (Flavin, Longo; unanimous)

Payroll and Related Expenses

The Payroll and Related Expenses for September 2019 in the amount of \$574,711.12 was approved. (Longo, Paulsen; unanimous)

Warrant #9 dated September 5, 2019 in the amount of \$19,632.78 was approved. (Longo, Paulsen; unanimous)

Warrant #11 dated September 19, 2019 in the amount of \$157,422.96 was approved. (Winowitch, Barone; unanimous)

The Payroll Summary for September 2019 was approved. (Barone, Flavin; unanimous)

Treasurer's Report

The Board reviewed the revised Treasurer's Report for July 2019 for the amount of \$6,743,985.24 and August 2019 for the amount of 6,853,596.59. The Treasurer's Report for September 2019 in the amount of \$6,879,282.80 was approved. (Longo, Flavin; unanimous)

The Board reviewed the revised Budget Status report for June 30, 2019. The Budget Status Report for September 2019 was approved. (Longo, Barone; unanimous)

Schedule of Bills

Trustee, Robert Winowitch, reviewed the October 21, 2019 Schedule of Bills before being presented to the Board for their approval.

The October 21, 2019 Schedule of Bills Warrant #10 in the amount of \$310,263.57 was approved. (Barone, Winowitch; unanimous)

Administrator's Reports

The Board reviewed each of the administrator's reports with interest.

Ms. McCahey added the following to her report:

The Director showed the Library's logo that was printed in the Sachem Football Journal. The Director received a call from Jack Renda hoping to get Chris and Anthony back in middle schools with the 3D printers. Both Haunted Garden and Holiday Lights are advertised in local papers, which is something we have not done before. The Director went over correspondence that the Library received. The Director and Assistant Director are working on the Staff Appreciation Luncheon, which will be on December 10, 2019.

Mrs. Feitzinger (see Alicja's report attached.)

Department Reports

The Board reviewed the department statistics with interest.

SCLS Board Report, Marguerite Barone

Mrs. Barone reported to the Board that NYLA has a vacant position for the Director of Government Relations for NYLA. NYLA is looking to back a bill that out Library Media Specialists in every school.

PALS hosted a Library Coordinator meeting on 9/16/19. The overall increase in System budget is 2%, our projected is 3.6%. The PLDA event was the most successful one ever. The Trustee Workshop will be on 10/29/19. Marguerite and Dennis will attend.

Old Business

Nothing to report.

New Business

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

On the Director's recommendation the Board approved the purchase for Library's Calendar. (Barone, Winowitch; unanimous)

On the Director's recommendation the Board approved the purchase for a replacement HVAC Unit. (Longo, Winowitch; unanimous)

The SCLS Draft 2020 Budget was presented to the Board for review. The Board will vote on the final version of this budget at the November Board meeting.

The Board approved the dates for the regular monthly Board of Trustees meetings for 2020 and determined of rotation for monthly signing of bills. (Flavin, Winowitch; unanimous)

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

On the Director's recommendation the Board approved the Civil Service forms (CS-150) for salary increases for all contractual employees for 2019/2020. (Flavin, Longo; unanimous)

Other

On the Director's recommendation the Board awarded the bid of Fidele Construction, Inc., 600 Johnson Avenue, Bohemia, NY 11716, in the amount not to exceed \$33,500.00 for the installation of a Marine Deck Floor in the Discovery Grove Outdoor Classroom. John Tanzi Architect's recommends Fidele Construction, Inc. to be the most suited for this project. (Flavin, Winowitch; unanimous)

The Board adjourned into Executive Session at 8:03 p.m. to the Director's Evaluation. (Winowitch, Longo; unanimous)

Regular Session resumed at 8:27 p.m.

The next regular Board Meeting will be held on Monday, November 18, 2019 at 7:00 p.m.

The Director informed the Board that the Staff Appreciation Luncheon will be held on Wednesday, December 10, 2019.

Adjournment

The meeting adjourned at 8:30 p.m.

Respectfully submitted,

Marguerite Barone