

**SACHEM PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
NOVEMBER 18, 2019
7:00 P.M.**

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

The meeting was called to order at 7:04 p.m.

The meeting began with the salute to the flag.

The Board adopted the agenda. (Flavin, Longo; unanimous)

Carol Paulsen informed the trustees that she would not be available for the November 18, 2019 Board meeting and was formally excused.

Public Participation: None

Minutes

The minutes of the Board meeting of October 21, 2019 were approved. (Flavin, Longo; unanimous)

The minutes of the Executive Session from the Board meeting of October 21, 2019 were approved. (Flavin, Barone; unanimous)

Payroll and Related Expenses

The Payroll and Related Expenses for October 2019 in the amount of \$797,981.85 was approved. (Flavin, Longo; unanimous)

Warrant #12 dated October 1, 2019 in the amount of \$17,991.60 was approved. (Winowitch, Longo; unanimous)

Warrant #13 dated October 3, 2019 in the amount of \$20,394.92 was approved. (Winowitch, Flavin; unanimous)

Warrant #14 dated October 17, 2019 in the amount of \$135,075.37 was approved. (Longo, Barone; unanimous)

Warrant #16 dated October 31, 2019 in the amount of \$23,532.68 was approved. (Winowitch, Longo; unanimous)

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

Treasurer's Report

The Treasurer's Report for October 2019 in the amount of \$6,648,965.11 was approved. (Winowitch, Longo; unanimous)

Schedule of Bills

Trustee, Dennis Flavin reviewed the November 18, 2019 Schedule of Bills before being presented to the Board for their approval.

The November 18, 2019 Schedule of Bills, Warrant #15 in the amount of \$191,729.85 was approved. (Flavin, Longo; unanimous)

Administrator's Reports

Ms. McCahey added the following to her report:

Ms. McCahey distributed pictures of patrons enjoying the green screen to create holiday photos that Sachem Public Library provides. Ms. McCahey report to the Board that Outreach has started to visit at senior living facilities within the district. The Holbrook Chamber of Commerce topic of discussion was "If you smell something say something" in regards to gas leaks. They will be hosting their tree lighting on December 7, 2019. The Farmingville Chamber of Commerce monthly meeting will be lighting their tree on December 8, 2019 and are inviting the community to partake in lamppost decorating. The Farmingville new homeowner's baskets are coming back. The Library will contribute to the package. Ms. McCahey stated that Sachem Public Library has begun the planning of the Winter Wonderland Garden of Lights. Opening reception will be Saturday, December 7, 2019 from 5:30 p.m. to 8:30 p.m. featuring. Sachem school ensembles and food trucks. Radio Station WALK will be broadcasting the at the library during the event. Ms. McCahey also reported to Board on current library patrons.

Mrs. Feitzinger followed up with the Board on the MacMillian report to restrict the resale of eBooks to libraries. The report apologized for not contacting libraries ahead of time. The group discussed the 8-week wait time for new arrivals as well as receiving one copy for the entire county. Ms. Barone suggested we hand out the brochure SCLS had, "Wonder Why We Can't Borrow More eBooks". Mrs. Feitzinger informed the Board of staff events. This fall the staff decorated wreaths.

Department Reports

The Board reviewed the department statistics with interest.

SCLS Board Report

Mrs. Barone reported to the Board that SCLS joined the Urban Library Council, which will include trainings, publications and article to member libraries. A position at SCLS has been

established. A staff member from Shelter Island Library to work part-time at SCLS as the Mobile Library Service Coordinator. The SCLS caucus has two unopposed positions and one of them has been challenged.

Conference Report

The conference reports to the ALA YLASA Lit Symposium Conference was reviewed with interest.

Old Business

The Board approved the Proposed FY2020 SCLS Operating Budget. (Barone, Winowitch; unanimous)

New Business

The Board approved the SCLS Proposed Live-brary Download Costs for 2020. (Longo, Flavin; unanimous)

The Board approved the Disposal of Equipment. (Winowitch, Flavin; unanimous)

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

Other

The following item was discussed under other business:

The Director recommended the Board to accept the bid of Fidele Construction, Inc. 600 Johnson Ave., Suite D.10, Bohemia, NY, .117.16, in the amount of \$49,361.00 for the removal of the existing Welcome Desk and installation of new a new Welcome Desk. Fidele Construction Inc. was the lowest bidder on the project. John Tanzi Architects has reviewed the bids and recommends that the Board award the Welcome Desk Project to Fidele Construction Inc. (Flavin, Longo; unanimous)

The Board adjourned into Executive Session at 4:45 p.m. to discuss matters that imperil public safety. (Winowitch, Longo; unanimous)

Regular Session resumed at 8:30 p.m.

The Director reminded the Trustees that the Staff Appreciation Luncheon will be held on Wednesday, December 10, 2019 at 1 p.m. and 4 p.m.

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

Correspondence

A letter from Sachem Community Youth Services was received.

A letter from Palmer School of Library and Information Science was received.

A letter of retirement was received.

Adjournment

The meeting was adjourned at 8:31 p.m.

Respectfully submitted,

Marguerite Barone