

**SACHEM PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
DECEMBER 16, 2019
7:00 P.M.**

The regular meeting of Sachem Public Library Board of Trustees was attended by Diane Longo, Marguerite Barone, Dennis Flavin, Robert Winowitch, 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 December 16, 2019 Board meeting and was formally excused.

Public Participation: None

Minutes

The minutes of the Board meeting of November 18, 2019 were approved. (Longo, Barone; unanimous)

The minutes of the Executive Session from the Board meeting of November 18, 2019 were approved. (Barone, Flavin; unanimous)

Payroll and Related Expenses

The Payroll and Related Expenses for November 2019 for \$1,266,874.54 was approved. (Barone, Longo; unanimous)

Warrant #17 dated November 14, 2019 for \$739,438.29 was approved. (Flavin,, Longo; unanimous)

Warrant #19 dated November 27, 2019 for \$141,568.15 was approved. (Barone, Winowitch; unanimous)

The Payroll Summary for November 2019 was approved. (Longo, Barone; unanimous)

Treasurer's Report

The Treasurer's Report for November 2019 for \$6,057,471.13 was approved. (Barone, Flavin; unanimous)

Schedule of Bills

Trustee, Robert Winowitch, reviewed the December 16, 2019 Schedule of Bills before being presented to the Board for their approval.

The December 16, 2019 Schedule of Bills, Warrant #18, for \$165,737.69 was approved. (Longo, Barone; unanimous)

Administrator's Reports

To her report, Ms. McCahey added the following:

Ms. McCahey thanked all whom participated in the opening reception of the Garden of Lights. The group discussed the local vendors who attended that night. Ms. McCahey presented to the Board a snowflake award that was created in the Studio department for the Holiday Lights Team. Ms. McCahey has invited the residents that participated in the Holiday Lights to join next month's Board meeting to thank them for all their efforts with the event. Ms. McCahey thanked and appreciated all staff who attended the holiday staff luncheon. Each year Team participation continues grows more. For example, the Halloween Team had 12 staff members last year and grew to over 30 this year. Ms. McCahey gave an update on all area Chambers of Commerce. She highlighted that the Farmingville Chamber of Commerce members have grown quite a bit. After the New Year Ms. McCahey plans to meet with department heads concerning the "next" three-year plan. In addition, she is planning to review all the policies. Training for the Library Market will begin. Library Market is the company that will replace Evanced, which is the online programming calendar. Ms. McCahey stated that the Eagle Scout has completed the garden display board. The awards ceremony will take place in the Spring.

Mrs. Feitzinger reported to the Board about the Employee Assistance Program (EAP). She stated more staff members have used this program this year. This Sachem Public Library collaborated with Middle County to have EAP workshops.

Department Reports

The statistics were reviewed with interest.

Conference Reports

The Board reviewed the NYLA conference reports with interest.

SCLS Board Report

Marguerite Barone, a member of the Board of Trustees at the Suffolk Cooperative Library System reported to the Board the following:

The PLDA fundraiser raised \$30,000. The advocacy overnight bus will stop at Albany for people who would want to continue to Nashville, TN. The Suffolk Library Empowering Discovery (SLED) bus will roll out a hotspot where individuals can borrow eBooks for 14 days without a library card. This is to encourage those people to go and get a library card to use their local library. Marguerite Barone also reported to the Board that the mandated Trustee training is on hold.

Old Business

On the Director's recommendation, the Board formally approved the purchase for Gaming PC Towers. (Longo, Winowitch; unanimous)

The Director presented to the Board possible changes to the Public Behavior in the Library policy. After a discussion of additional minor editing the Director will present to the at next month's Board meeting to approve the final revision.

New Business

The Board reviewed the Employee Assistance Program Annual Report.

The Board of Trustees and Director discussed the buildings future needs recommended by the architect. The Board was in agreement for the future building necessities.

The 2020/2021 proposed Budget drafting process has begun. A budget committee was selected and Ms. McCahey will be contacting the Budget Committee to set up a meeting to review the draft budget. The proposed FY 2020/2021 Budget will be presented to the entire Board for their approval at the February Board meeting.

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

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

The Board adjourned into Executive Session at 7:59 p.m. to discuss matters of employment for a particular person. (Flavin, Barone; unanimous)

Regular Session resumed at 8:39 p.m.

On the Director's recommendation, the Board approved a 12-month extension of Dental and Vision coverage for the Assistant Director after she retires. (Flavin, Barone; unanimous)

On the Director's recommendation and pending civil service approval, the Board approved an appointment of an Assistant Director to replace Alicja Feitzinger. (Flavin, Barone; unanimous)

The next Board Meeting will be Tuesday, January 21, 2020 at 7:00 p.m.

Library Advocacy Day will be February 25, 2020

Adjournment

The meeting was adjourned at 8:40 p.m.

Respectfully submitted,

Marguerite Barone