

**SACHEM PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
FEBRUARY 13, 2020
7:00 P.M.**

The regular meeting of Sachem Public Library Board of Trustees was attended by Diane Longo, Dennis Flavin, Robert Winowitch, Marguerite Barone, Susan Tychnowicz, Neely McCahey, Kristen Stroh and Sandra Bartalis.

The meeting was called to order at 7:03 p.m.

The meeting began with the salute to the flag.

Public Participation: None

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

The Board appointed Susan Tychnowicz as Sachem Public Library Board of Trustee. The Board welcomed Mrs. Tychnowicz and thanked her for volunteering be part of the Sachem Public Library's Board of Trustees. Mrs. Tychnowicz stated it was an honor and is happy to be part of the Board.

Minutes

The minutes from the Board meeting of January 21, 2020 were approved. (Flavin, Longo; unanimous)

The minutes of the Executive Session of the January 21, 2020 Board meeting were approved. (Barone, Flavin; unanimous)

Payroll and Related Expenses

The Payroll and Related Expenses for January 2020 in the amount of \$571,591.38 was approved. (Barone, Flavin; unanimous)

Warrant #22 dated January 1, 2020 in the amount of \$17,856.10 was approved. (Flavin, Longo; unanimous)

Warrant #24 dated January 9, 2020 in the amount of \$30,328.44 was approved. (Winowitch, Barone; unanimous)

Warrant #26 dated January 23, 2020 in the amount of \$140,769.06 was approved. (Barone, Flavin; unanimous)

The Payroll Summary for January 2020 was approved. (Longo, Tychnowicz; unanimous)

Treasurer's Report

The Treasurer's Report for January 2020 in the amount of \$6,378,459.73 was approved. (Flavin, Tychnowicz; unanimous)

Schedule of Bills

Trustee, Robert Winowitch, reviewed the February 13, 2020 Schedule of Bills before being presented to the Board for their approval.

The February 13, 2020 Schedule of Bills, warrant #25, in the amount of \$177,705.12 was approved. (Flavin, Barone; unanimous)

Administrator's Reports

The Board reviewed each of the Administrator's Reports with interest.

To her report, Ms. McCahey added the following:

Ms. McCahey informed the Board that the State Report and Budget reflects a period of growth. Ms. McCahey reported to the Board that the Outreach Department has been traveling "Out and About" to four Senior Centers within the district. Ms. McCahey informed the Board that the Brookhaven Town Maker Fair will be on October 10, 2020. Ms. McCahey updated the Board on the Chambers of Commences activities. Farmingville Chamber of Commerce has begun planning for the Annual Street Fair. The Ronkonkoma Chamber of Commerce are back to meeting regularly. The topics of discussion were the Cenacle and Newton's Garage. Ms. McCahey informed the Board that Sachem Public Library has the Universal Pre-K Applications available. Sachem School District has nominated the library a SCOPE Award for Community Service. The presentation will be at Villa Lombardi's on March 23, 2020. An Eagle Scout Ceremony will be March 21, 2020. The eagle scout organized and had ran a blood drive. On February 21, 2020, Assemblyman Doug Smith's Child ID will be held at the Sachem Public Library. On May 9, 2020, the three-in-one community recycling event sponsored by Councilman Kevin LaValle will be held in the library's parking lot. On August 1, 2020, Senator Monica Martinez will be holding her mobile office in the Senior Room.

Mrs. Stroh reported to the Board on the Wi-Fi Hotspot Status. Hotspots were launched in April of 2018 with a collection of 15. We quickly added 15 more 2 months later due to their overwhelming popularity and then added another 10 in May of 2019. We currently have 38 hotspots and they have collectively circulated 1,223 times. Sachem patrons can check them out for a two-week period and they are renewable and reservable. Most of the time we don't have any in stock, they go right back out to fill requests as soon as they come in. While they are popular all the time, May-October seems to be the high-demand time for the hotspots due to vacations. There is no initial cost for the devices themselves, but they do cost \$29 per device per month for our service contract, roughly costing the library \$14.50 per circ. We are approaching the two-year mark in a few months and have had minimal issues with breakage. It has been our practice to look over the circulation statistics and order any new hotspots to accommodate growth and replacements in the spring before they hit their peak demand time.

Department Reports

The Board reviewed all the department statistics with interest.

SCLS Board Report

Nothing to report.

Old Business

A discussion took place to revise the existing Designation of Space Policy and Tutorial Room Guidelines. The Board will formally motion on those suggestions at next month's Board Meeting.

The Board approved the updated Circulation Loan Policy. (Flavin, Barone; unanimous)

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

New Business

The Board approved the Library's 2019 Report to New York State for Public and Association Libraries. (Winowitch, Longo; unanimous)

On the Director's recommendation the Board approved the Transfer of Funds. (Longo, Flavin; unanimous)

On the Director's recommendation the Board approved the Proposed Budget for FY 2020/2021 and Transfer of Fund Balance. Ms. McCahey informed the Board that the revenue budget line has decreased due to automatic renewals. Ms. McCahey informed the Board that the Security budget has increased due to increased needs of more guards for the larger events. (Flavin, Winowitch; unanimous)

On the Director's recommendation, the Board approved the repair of the library's generator (Radiator Core Replacement) from Cummins Sales & Service at 890 Zerega Avenue, Bronx, NY 104733, in the amount of \$17,739.20. (Longo, Tychnowicz; unanimous)

On the Director's recommendation, the Board accepted the bid from ACL Construction Corp., 30 Glean St, # A, West Babylon, NY 11704, in the amount of \$58,500 for the General Contracting (GC Contract) for the New Staff Area. On the Director's recommendation, the Board accepted the bid from Fidele Construction Inc., 600 Johnson Ave., Suite D10, Bohemia, NY, 11716, base bid in the amount of \$29,600 plus the Add Alternate #1 bid of \$14,400 for a total contract amount of \$41,000 for the HVAC Contract for the New Staff Area. Both ACL Construction Corp. and Fidele Construction Inc. were the lowest bidders on the project. John

Tanzi Architects has reviewed the bids and recommends that the Board award the New Staff Area Construction Contracts as described above. (Flavin, Winowitch; unanimous)

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

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

The Board adjourned into Executive Session at 8:03 p.m. to discuss personnel. (Winowitch, Flavin; unanimous)

Regular Session resumed at 8:32 p.m.

Ms. McCahey reminded the Trustees that Library Advocacy Day will be held in Albany, New York on February 24 and 25, 2020.

The next Board Meeting will be held on **Wednesday, March 25, 2020** at 7:00 p.m.

The Library Budget Hearing will be held on **Wednesday, March 25, 2020** at 7:00 p.m. in **Community Room B**. Trustees were reminded to bring their FY 2020/2021 Proposed Budget Books.

Ms. McCahey reminded the Trustees that the Long Island Library Conference will be held on Thursday, May 14, 2020 in Melville, New York.

Adjournment

The meeting was adjourned at 8:45 p.m.

Respectfully submitted,

Marguerite Barone