

**SACHEM PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
APRIL 20, 2020
10:30 A.M.**

(Originally scheduled for April 20, 2020 7:00 P.M.)

The Director requested the Sachem Board of Trustees to partake in the April Board Meeting on Monday April 20, 2020 through Zoom Meeting ID number 97012215769. The online Board Meeting was held in response to Governor Cuomo’s signed executive order 202.6 on March 18, 2020, which instructed all “businesses and not-for-profit entities” to maximize any telecommuting or work from home procedures that can safely be utilized. It also mandated that every business “reduced the in-person workforce at any work location by 50% no later than March 20 at 8:00 p.m.” Then, on March 20, 2020, Governor Cuomo increased the required reduction to 100% for non-essential businesses. The EO implementing these changes, EO 202.8 set the deadline for such further in-person workforce reduction as March 22 at 8 p.m. On April 16, 2020 the Governor announced plans to keep non-essential businesses closed and extend the state’s stay-at-home-order until May 15, 2020. The library will continue to navigate its ongoing business through uncharted waters related to Covid-19.

In participation with the web-based meeting was Robert Winowitch, Diane Longo, Dennis Flavin, Susan Tychnowicz, Marguerite Barone, Neely McCahey, Kristen Stroh and Sandra Bartalis.

The meeting was called to order at 10:31 a.m.

The meeting began with the salute to the flag.

The Director recorded this meeting and the audio will be available through the Sachem Public Library website. Board President, Robert Winowitch explained that all Board Members preview the Board Meeting agenda items electronically prior to the actual meeting. A Board Member met with the Director prior to review all warrants.

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

Public Participation: None

Minutes

The minutes of the Regular Board meeting of March 21, 2020 were approved with a spelling correction. (Flavin, Barone; unanimous)

Payroll and Related Expenses

The Payroll and Related Expenses for March 2020 in the amount of \$427,565.90 was approved. (Flavin, Longo; unanimous)

Warrant #30 dated March 5, 2020 in the amount of \$20,783.63 was approved. (Flavin, Longo; unanimous)

Warrant #32 dated March 19, 2020 in the amount of \$24,281.06 was approved. (Winowitch, Barone; unanimous)

The Payroll Summary Report for March 2020 was approved. (Flavin, Tychnowicz; unanimous)

Treasurer's Report

The Treasurer's Report for March 2020 in the amount of \$6,715,324.28 was approved. (Tychnowicz , Longo; unanimous)

Schedule of Bills

Trustee, Susan Tychnowicz, reviewed the April 20, 2020 Schedule of Bills before being presented to the Board for their approval.

The April 20, 2020 Schedule of Bills, Warrant #33, in the amount of \$110,729.51 was approved. On check number 47077 budget line needs to corrected to Professional and Technical – Accounting. (Flavin, Winowitch; 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 thanked the staff and the Board for all their efforts in implementing library services for the public to access. Ms. McCahey stated that the trustee election has been postponed until June. She stated that there will need to be direction and clarification from the state on how to proceed with the trustee election. Ms. McCahey has begun to take the next steps of the library's future. She is working on policies and procedures of how to execute programming and services. Ms. McCahey thanked her Assistant Director in organizing staff webinars.

Mrs. Stroh reported to the Board that Inclusion Committee was formed in 2015 to provide services to the special needs community. Since the formation of this committee many other services followed and welcoming the special needs community into the library. Ms. Stroh also reported to the Board that staff has been trained on the Library Market events calendar. The new platform will launch when the library reopens. Mrs. Stroh has been busy getting staff involve in free webinars to keep learning.

Department Reports

The Board reviewed the department statistics with interest. The new format was noted.

SCLS Board Report

Marguerite Barone, a member of the Board of Trustees of the Suffolk Cooperative Library System stated the SCLS Director has been conducting conference calls to support member libraries through this period of time. On April 17, 2020 SCLS gave out 5,000 headband facemasks to Stony Brook Hospital, the Veterans Home, and the Testing site in the South Parking Lot at Stony Brook. SCLS has increased their subscription to unlimited use of Flipster. SCLS increased homework help to two hours a day.

Old Business

New Business

On the Director’s recommendation, the Board approved the purchase of furniture for the Community Engagement Services Department from Steelcase at 901 44th Street, Grand Rapids, MI 49508, in the amount of \$21,556.18. The office furniture will be purchased under New York State Contract pricing. (Flavin, Tychnowicz; unanimous)

On the Director’s recommendation, the Board awarded a one-year contract at \$18,085.00, with the option to add a second and third year at the RFP Bid Prices, from April 21, 2020 to November 30, 2020, for the Sachem Public Library Request for Proposal - Landscaping that was advertised, February 27, 2020, to GBT Construction Corp., Inc. dba Deck & Patio Company, 635 Pulaski Road, Greenlawn, NY 11740. Deck & Patio Company was the lowest bidder. (Longo, Flavin; unanimous) Mr. Flavin inquired about the scope of work this company will be providing. The Director stated company is responsible for all aspects of landscaping from opening to the closing of season; weekly lawn mowing, mulching for the entire library grounds including the Inside/Out and Discovery Grove.

On the Director’s recommendation, the Board approved the appointment of Nawrocki, Smith LLP as the Library’s External Auditor for the Fiscal Year ending June 30, 2020. In accordance with their engagement letter, Nawrocki, Smith LLP will conduct the audit of the Library’s financial statements at a fee not to exceed \$16,500. (Tychnowicz, Longo; unanimous)

Other

On the Director’s recommendation, the Board approved to close Sachem Public Library on Sundays until October 4, 2020. (Flavin, Winowitch; unanimous)

The next Board Meeting will be held on Monday, May 18, 2020 time TBD.

Correspondence

A letter from Nawrocki, Smith LLP was received.

Adjournment

The meeting was adjourned at 10:49 a.m.

Respectfully submitted,

Marguerite Barone