

**SACHEM PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
MARCH 21, 2020
10:00 A.M.**

(Originally scheduled for MARCH 25, 2020
7:00 P.M.)

The Director requested the Sachem Board of Trustees to partake in the March Board Meeting on Saturday, March 21, 2020 through Zoom Meeting ID number 9149378432. The Emergency 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. The library will 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 10:10 a.m.

There was no public meeting. The open meetings law has been adjusted during this time.

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

Minutes

The minutes from the Board meeting on February 13, 2020 were approved. (Flavin, Winowitch; unanimous)

The minutes of the Executive Session of the February 13, 2020 Board meeting were approved. (Longo, Tychnowicz; unanimous)

Payroll and Related Expenses

The Payroll and Related Expenses for February 2020 in the amount of \$539,386.85 was approved. (Longo, Barone; unanimous)

Warrant #27 dated February 6, 2020 in the amount of \$21,626.44 was approved. (Longo, Barone; unanimous)

Warrant #28 dated February 20, 2020 in the amount of \$138,265.00 was approved. (Barone, Tychnowicz; unanimous)

The Payroll Summary Report for February 2020 was approved. (Flavin, Barone; unanimous)

Treasurer's Report

The Treasurer's Report for February 2020 in the amount of \$6,553,019.96 was approved. (Barone; Tychnowicz unanimous)

Schedule of Bills

Trustee, Robert Winowitch, reviewed the March 25, 2020 Schedule of Bills before being presented to the Board for their approval.

The March 25, 2020 Schedule of Bills, Warrant #29, in the amount of \$282,009.05 was approved. (Flavin, Tychnowicz; unanimous)

Department Reports

The Board reviewed all the department statistics and interest. Compared to last year attendance was up 9%.

SCLS Board Report

Marguerite Barone, a member of the Board of Trustees of the Suffolk Cooperative Library System reported to the Board that the Director of SCLS was pleased with the turnout for Advocacy Day. SCLS received a grant for translation services for the 2020 Census. Census deadline has been extended to July 2020. There was a bill that was signed stating that identification is not required when completing the census. Mrs. Barone also reported to the Board that SCLS would be organizing their archives. The Quogue Library has appointed a new Director from Washington State. The Director will to begin in April.

Old Business

On the Director's recommendation the Board approved the revised Designated Spaces Policy and Tutoring /Group Study Areas Guidelines. (Flavin, Longo; unanimous)

New Business

The Disposal of Equipment was approved. (Longo, Tychnowicz; unanimous)

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

Other

On the Director's recommendation the Board approved to cancel the annual budget vote this fiscal year. There will be no budget increase and will operate with the same funding as last year. (Longo, Flavin; unanimous). A discussion took place concerning the two trustee positions that are running unopposed. Ms. McCahey will keep the Board informed if New York State will mandate the trustee election to take place. Ms. McCahey explained many budget lines are going to need to be adjusted to accommodate the budget lines that continually go up every year for example; utilities and contractual salary increases. The webpage will be updated stating there will be no budget hearing and library vote for 2020.

In response to the current situation with COVID-19, Mrs. Stroh stated going forward programming will be done differently. The library will be offering more online book clubs. Departments are working with programmers who can offer web-based programs. Ancestry made their services remote access. The library has more downloads of Hoopla, which is a web and mobile library media streaming platform for audio books, comics, e-books, movies, music, and TV. The library has suspended the ordering of books. The library will be working on the webpage that is user friendly to access homeschooling resources. The May newsletter has been suspended; in its place Sachem Library will be complying online resources for public access.

Library Department Heads have been issued laptops to work from home. They are communicating with staff and checking in with the Director and Assistant Director on a regular basis.

Building construction projects have been suspended. Building checks are still active. Air conditioning units and computers have been shut down.

Administration and the Board of Trustees will be consistently communicating with each other throughout this unprecedented event through email, phone and zoom meetings.

The next Board Meeting is scheduled on Monday, April 20, 2020.

Adjournment

Board President, Robert Winowitch thanked all for their cooperation in meeting during this difficult time. He wishes the Board members, staff and community members to stay well.

The meeting was adjourned at 10:52 a.m.

Respectfully submitted,

Marguerite Barone