

**SACHEM PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
MAY 18, 2020  
10:30 A.M.**

*(Originally scheduled for May 18, 2020 at 7:00 P.M.)*

The Director requested the Sachem Board of Trustees to participate in the Board Meeting held on May 18, 2020 through Zoom Meeting ID number 92532592359. The online Board Meeting was held in response to New York State Governor's signed executive order to keep non-essential businesses closed and extending the state's stay-at-home-order. 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, Susan Tychnowicz, Marguerite Barone, Neely McCahey, Kristen Stroh and Sandra Bartalis.

The meeting was called to order at 10:37 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 items on the agenda electronically prior to the actual meeting. A Board Member met with the Director prior to review all warrants.

**Minutes**

The minutes of the Board meeting of April 20, 2020 were approved. (Tychnowicz, Barone; unanimous)

The minutes of the Special Board meeting of May 11, 2020 were approved. (Longo, Tychnowicz unanimous)

**Payroll and Related Expenses**

The Payroll and Related Expenses for April 2020 in the amount of \$857,795.31 was approved. (Longo, Barone; unanimous)

Warrant #31 dated April 1, 2020 in the amount of \$34,527.80 was approved. (Longo, Barone; unanimous)

Warrant #34 dated April 2, 2020 in the amount of \$135,056.29 was approved. (Barone, Longo; unanimous)

Warrant #35 dated April 16, 2020, in the amount of \$17,066.06 was approved. (Longo, Tychnowicz; unanimous)

Warrant #37 dated April 30, 2020, in the amount of \$140,564.45 was approved. (Barone, Longo; unanimous)

### **Payroll Summary**

The Board approved the Payroll Summary for April 2020. (Tychnowicz, Longo; unanimous)

### **Treasurer's Report**

The Treasurer's Report for April 2020 in the amount of \$6,617,367.76 was approved. (Longo, Tychnowicz; unanimous)

### **Schedule of Bills**

Trustee, Diane Longo, reviewed the May 18, 2020 Schedule of Bills before being presented to the Board for their approval.

The May 18, 2020 Schedule of Bills, warrant #36, in the amount of \$87,000.22 was approved. (Barone, Tychnowicz; 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 stated that she has participated in meetings and webinars on a reopening plan for the library. She has been also working on implementing policies and procedures for the future. Ms. McCahey also stated that she received a SCOPE award from the Superintendent of the Sachem School District for Community Engagement. She was very thankful to the district for the acknowledgment and her picture will be on the school district's webpage.

Mrs. Stroh reported to the Board that staff has been kept busy with Library Market online trainings. Library Market will be the library's new calendar which patrons can view events and easily register for programs. Beginning on April 8<sup>th</sup> librarians have had live chat sessions live with the community. Universal Class and Creative bug were added to the library resources. Creativebug offers online video arts and crafts workshops for patrons and staff can use those craft for upcoming programs as well. Universal Class offers over 500 online education classes from accounting to homeschooling.

### **Library Statistics**

The Board reviewed the department statistics with interest. Mrs. Stroh noted that all the stats are increasing.

### **SCLS Board Report**

Nothing to report. Mr. Winowitch suggested that an acknowledgement should go to the team of personnel who produced the 3D printed face masks during the COVID-19 pandemic.

### **Old Business**

Nothing to report

## **New Business**

On the Director's recommendation, the Board approved the purchase of 16 HP Elite Display Monitors, 51 HP EliteDesk 800 GS Desktop mini core, 6 Apple iPad air tablets, 6 Apple care agreements from CDW-G at 200 N. Milwaukee Avenue, Vernon Hills, IL 60061, in the amount of \$51,773.94. This purchase will be purchased under New York State contract pricing for budget year 2019/2020. (Longo, Tychnowicz; unanimous)

On the Director's recommendation, the approved the payment application submitted by Fidele Construction Inc. 606 Johnson Ave. Suite 32 Bohemia, NY 11716 for removal of the existing Welcome Desk and installation of a new Welcome Desk. The project was previously approved at the Board's meeting on November 18, 2019 in the amount of \$49,361.00. The amount will need to be adjusted to \$50,061.00, a difference of \$700.00. On the Directors request, the Board approved the processing this payment for the beginning of June 2020 in the first check run of the month to be mailed on June 9, 2020. (Tychnowicz, Winowitch; unanimous)

On the Director's recommendation, the Board of Trustees approved the Sachem Public Library becoming Fines Free upon reopening after the COVID-19 closure. (Barone, Tychnowicz; unanimous)

On the Director's recommendation, the Board of Trustees approved the repair of the Library's generator (Radiator Core Replacement) from H.O. Penn Machinery Co. Inc. 660 Union Avenue, Holtsville, NY 11742, in the amount of \$17,443.73. (Longo, Winowitch; unanimous)

The Personnel Report was approved. (Winowitch, Paulsen; unanimous)

## **Other**

*On the Director's recommendation, the Board approved the purchase of ADOBE License's for public and staff use in the amount of \$23,993. (Longo, Tychnowicz; unanimous)*

*On the Director's recommendation, the Board approved the library to continue to use to the current year's (2019/2020) operating budget for next fiscal year's budget. The operating budget in the amount of \$10,234,135. (Winowitch, Tychnowicz; unanimous)*

The next Board Meeting will be held on Monday, June 15, 2020.

## **Adjournment**

The meeting was adjourned at 10:57 a.m.

Respectfully submitted,

Marguerite Barone