

**SACHEM PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
JUNE 15, 2020  
10:30 A.M.**

The Director requested the Sachem Board of Trustees to participate in the Board Meeting held on June 15, 2020 through Zoom Meeting ID number 99367781812. The online Board Meeting was held in response to the Coronavirus (COVID-19) Emergency and State and Federal bans on large meetings or gatherings and pursuant to Governor Cuomo's Executive suspending the Open Meetings Law. 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 this date and to reviewed all warrants.

In participation with the web-based meeting were Robert Winowitch, Diane Longo, Susan Tychnowicz, Neely McCahey, Kristen Stroh and Sandra Bartalis.

Marguerite Barone and Dennis Flavin informed the trustees that they would not be available for the June 15, 2020 Board Meeting and were formally excused.

The meeting was called to order at 10:29 a.m.

The meeting began with a salute to the flag.

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

Public Participation: None

**Minutes**

The minutes of the Board meeting of May 18, 2020 were approved. (Tychnowicz, Longo; unanimous)

The minutes of the Special Board Meeting on May 26, 2020 were approved. (Longo, Tychnowicz; unanimous)

The minutes of the Special Board Meeting on June 1, 2020 were approved. (Tychnowicz, Winowitch; unanimous)

**Payroll and Related Expenses**

The Payroll and Related Expenses for May 2020 in the amount of \$567,580.08 were approved. (Tychnowicz, Winowitch; unanimous)

Warrant #38 dated May 14, 2020 in the amount of \$21,169.68 was approved. (Winowitch, Tychnowicz; unanimous)

Warrant #40 dated May 28, 2020 in the amount of \$191,720.53 was approved. (Longo, Winowitch; unanimous)

### **Payroll Summary**

The Payroll Summary for May 2020 was approved. (Tychnowicz, Winowitch; unanimous)

### **Treasurer's Report**

The Treasurer's Report for May 2020 in the amount of \$6,819,807.51 was approved. (Winowitch, Tychnowicz; unanimous)

### **Schedule of Bills**

Trustee, Diane Longo, reviewed the June 15, 2020 Schedule of Bills before being presented to the Board for their approval.

The June 15, 2020 Schedule of Bills, warrant #39, in the amount of \$292,151.82 was approved. (Tychnowicz, 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 has been busy with library operations for curbside pickup and preparing for Phase 3; which will be the opening of the building for the public. Curbside pickup will begin on June 17<sup>th</sup>. All staff will participate in assisting. The Inside/Out will open up to community on June 17<sup>th</sup> as well. Ms. McCahey informed the Board of the various construction projects that are happening throughout the building. She stated that the Technology Center has moved and the area will become the library's quiet study area.

Mrs. Stroh reported to the Board that she has been preparing staff with informational videos regarding health and safety for staff when they return to the library. The information videos guide staff on how to handle circulation of items and proper usage of masks. She has also implemented mandatory training for staff on protecting themselves and others properly. Ms. Stroh stated the new databases are doing well. Creativebug had 22 new logins and Universal Class had 320 logins.

### **Library Statistics**

The Board reviewed all the Library statistics with interest.

### **SCLS Board Report**

Nothing to report.

### **Old Business**

The Board approved the Safety Plan with a grammatical change. (Longo, Tychnowicz; unanimous)

### **New Business**

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

The Personnel Report for requested leave of absences was approved. (Longo, Tychnowicz; unanimous)

### **Executive Session**

The Board adjourned into Executive Session at 10:46 a.m. to discuss contracts. (Longo, Winowitch; unanimous)

The Non-Affiliated Staff Personnel Report was approved. (Longo, Tychnowicz, unanimous)

Regular Session resumed at 11:07 a.m.

The next Board Meeting will be held on Monday, July 20, 2020 at TBD.

### **Adjournment**

The meeting was adjourned at 11:07 a.m.

Respectfully submitted,

Robert Winowitch