

**SACHEM PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
SEPTEMBER 21, 2020
5:00 P.M.**

The regular meeting of SACHEM Public Library Board of Trustees was attended by Diane Longo, Marguerite Barone, Susan Tychnowicz, Thomas Lohr, Neely McCahey, Kristen Stroh and Sandra Bartalis. Robert Winowitch participated in the Board Meeting through Zoom Meeting ID number 9149378432.

The Board members previewed the Board Meeting items on the agenda electronically prior to the meeting. Trustee, Marguerite Barone reviewed all warrants with the Director before being presented to the Board for their approval.

The meeting was called to order at 5:05 p.m.

The meeting began with a pledge of allegiance.

The Board adopted the agenda. (Barone, Tychnowicz; unanimous)

Public Expression/Participation

None

Minutes

The Board approved the Minutes of the Regular Board Meeting on August 13, 2020. (Tychnowicz, Longo; unanimous)

Treasurer's Report

The Treasurer's Report for August 2020 in the amount of \$6,787,559.53 was approved. (Barone, Tychnowicz; unanimous) Ms. McCahey noted that the building alternation budget line on the Budget Status report was over budget due to COVID-19 needs that were not originally budgeted for.

Payroll and Related Expenses

The revised Payroll and Related Expenses for July 2020 in the amount of \$677,292.52 was approved. (Winowitch, Tychnowicz; unanimous)

The Payroll and Related Expenses for August 2020 in the amount of \$410,914.70 was approved. (Lohr, Barone; unanimous)

Payroll Warrant #6 dated August 6, 2020 in the amount of \$20,557.83 was approved. (Barone, Tychnowicz; unanimous)

Payroll Warrant #7 dated August 20, 2020 in the amount of \$24,905.30 was approved. (Winowitch, Barone; unanimous)

The August 2020 Payroll Summary was approved. (Tychnowicz, Barone; unanimous)

Schedule of Bills

The September 21, 2020 Schedule of Bills, warrant #8 in the amount of \$115,135.29 was approved. (Winowitch, Lohr; unanimous)

Director's Report

The Board reviewed the Director's report with interest.

To her report, Ms. McCahey added the following:

Outreach had delivered food donations to 10 local food pantries. The Community Engagement Team has developed an e-newsletter for schools. The quarterly newsletter presents the resources that the library has to offer to connect students to the databases available. Brainfuse is available for extended hours. The Think Tank Team brainstormed on ways to differently serve the community. Video carts are set up to produce inhouse programs. Ms. McCahey stated that this month the Social Worker; an intern from Stonybrook University, is available to residents. In the future there will be a Veterans resource table and career counseling. Mrs. Longo inquired about the of receiving donations. Presently food donations are accepted. Sachem Library will be participating in the Great Give Back on Saturday, October 17th. There will be a coat drive along with many others ways to give back to the community. The Friends' of Sachem Library have suspended book donations until January. The Friends' will be holding a lobby book sale in December. Ms. McCahey presented to the Board a creative story walk idea that will be displayed in the Inside/Out. Families can walk through the garden and view picture books on display. Outside programming will be tied into the displayed storybook. Study buddies are fine tuning their virtual environment. The plans involve bringing teens and children into the library and connecting them virtually from different location on the building.

Assistant Director's Report

The Board reviewed the Assistant Director's report with interest.

To her report, Mrs. Stroh added the following:

The library has been continuing to transition into increasing virtual programs. The library's YouTube has over 300 crafting programs. They seem to be the most popular. Mr. Lohr suggested the library use YouTube Kids for just for children. Mrs. Stroh also reported to the Board that the homebound connections has been increasing. Sachem Public Library application process has been much easier.

Library Statistics

The Board reviewed all the library statistics with interest.

SCLS Board Report

Mrs. Barone reported to the Board that SCLS last meeting was September 2, 2020. SCLS reclassified three full time position and rehired one part time staff member. In total they have 32 full-time workers and 1 part-time worker. Mrs. Barone stated that SLED (Suffolk Libraries Empowering Discovery) is working with census representatives. The SLED will begin booking in October. Mrs. Barone stated that SCLS received 1.9 out of 2.8 million in aid. The Legislative Breakfast will be on September 24th and 25th. Mrs. Barone stated that there were about 68,000 circulated hard items (down by approximately 50 percent). Electronic books are up 32 percent.

SCLS will to begin restrict library card holders that has expired or temporary cards holders. SCLS has begun their 2021 budget preparation. They plan on a 25-30% cut in their budget. Ms. McCahey stated that Marguerite Barone SCLS Trustee term will expire in December. Ms. McCahey asked if Susan Tychnowicz would like to be nominated for the vacant SCLS Trustee position. Mrs. Barone informed Mrs. Tychnowicz of the responsibilities that are required. Mrs. Tychnowicz stated she would be available to fill the position.

Old Business

The Board approved the Bylaws of Sachem Public Library. (Barone, Longo; unanimous)

The Board approved the revision of the Board of Trustee Meeting Dates for 2020. The revised contact information was noted. (Barone, Lohr; unanimous)

New Business

The Board approved Disposal of Equipment. (Barone, Lohr; unanimous) Mr. Lohr inquired if refused disposable equipment to be refurbished by his local company. Ms. McCahey will consult with the library's attorney and report back the Board.

The Board approved Circulation Rules. (Tychnowicz, Winowitch; unanimous)

Mrs. McCahey discussed with the Board about the Living Plant Wall feature in the Quiet Area. At last month's Board meeting Ms. McCahey had a state contract proposal for a quote that was over \$10,000 which would require Board approval. The manufacture direct pricing was \$9,995. The plans are to move forward with the purchase directly through the manufacturer, Dirtt. The living wall will be maintained with Sachem Library's existing plant care vendor, Everything That Grows.

Other

The Next Board Meeting – Monday, October 19, 2020 at 5:00 p.m.

Mr. Lohr inquired about the café status. Ms. McCahey stated that the café will not be coming back to the library at this time. A discussion took place about possibly having a coffee truck to stop for staff members.

Executive Session

The Board adjourned into Executive Session at 6:06 p.m. to discuss collective negotiations pursuant to article fourteen of the Civil Service Law. (Longo, Tychnowicz; unanimous)

Regular Session resumed at 6:25 p.m.

Personnel Report

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

Adjournment

The meeting was adjourned at 6:35 p.m. (Longo, Lohr; unanimous)

Respectfully submitted,

Susan Tychnowicz