

**SACHEM PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
AUGUST 13, 2020  
5:00 P.M.**

*(The August Board Meeting was originally scheduled on August 17, 2020)*

The regular meeting of Sachem Public Library Board of Trustees was attended by Diane Longo, Marguerite Barone, Susan Tychnowicz, Robert Winowitch, Thomas Lohr, Neely McCahey, Kristen Stroh and Sandra Bartalis.

The meeting was called to order at 5:03 p.m.

The meeting began with the pledge of allegiance.

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

The Board appointed Thomas Lohr as Sachem Public Library Board of Trustee. The Board welcomed Mr. Lohr and thanked him for volunteering to be part of the Sachem Public Library's Board of Trustees.

Public Participation: None

**Minutes**

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

The minutes of the Executive Session of the July 20, 2020 Board meeting were approved. (Barone, Winowitch; unanimous)

**Payroll and Related Expenses**

The Payroll and Related Expenses for July 2020 in the amount of \$677,302.52 was approved. (Lohr, Barone; unanimous)

Warrant #1 dated July 1, 2020 in the amount of \$19,619.40 was approved. (Barone, Longo; unanimous)

Warrant #3 dated July 9, 2020 in the amount of \$136,890.00 was approved. (Winowitch, Barone; unanimous)

Warrant #4 dated July 23, 2020 in the amount of \$139,227.40 was approved. (Tychnowicz, Barone; unanimous)

**Payroll Summary**

The July 2020 Payroll Summary was approved. (Barone, Winowitch; unanimous)

**Treasurer's Report**

The Treasurer's Report for July 2020 in the amount of \$6,474,494.67 was approved. (Winowitch, Barone; unanimous)

## **Schedule of Bills**

Trustee, Diane Longo, reviewed the August 13, 2020 Schedule of Bills before being presented to the Board for their approval.

The August 13, 2020 Schedule of Bills, warrant #5, in the amount of \$132,669.68 was approved. (Tychnowicz, Barone; unanimous)

## **Administrator's Report**

The Board reviewed the Director's report with interest.

To her report, Ms. McCahey added the following:

Ms. McCahey disclosed a living plant wall proposal from Dirtt for \$13,794. The plan will improve the quiet study area of the library. The living wall will not only be aesthetically pleasing but will also provide air purification and reduce the noise in the area. Sachem Library had already purchased a living wall from Dirtt. The living wall is displayed in the children's room. The Board questioned how the living wall will be maintained and was wondering what type of plants would be displayed. Ms. McCahey stated that the library would continue to use its existing vendor to maintain plant care and a variety of plants will be displayed. A formal request of approval will be brought to the Board at the September Board Meeting. Ms. McCahey is happy to announce that the Studio piece of the webpage is almost complete. Ms. McCahey announced that Tend Coffee has moved out of the rented café area. She stated she has spoken with the Northport-East Northport Public Library Director about their café operation. Administration is working on alternatives for a library café and hopes to be back in operation by mid-September. Ms. McCahey gave a forecast of library programs and services. In September, the library will continue to operate with existing hours and have curbside pickup. There will be no programming. In October, the library plans to introduce Career Counseling. A Social Worker who is an intern from Stony Brook University will be available for one on one appointments. The Haunted Garden will return this year for four days, October 26-29, rain date October 30. Social distancing and appointment times will be scheduled for the event. The Library will transition into the Holiday Lights for December. In January, lectures and possibly movies, will be available for residents. The group discussed the Outreach to the schools. The school district will not be allowing visitors in their buildings. Community Engagement has spoken with the schools' PTAs about virtual participation. Ms. McCahey stated that the auditors will be working on closing the books for Fiscal Year 19/20. They will present to their findings at the October Board Meeting. She also stated that the Assistant Director will be fine tuning monthly library stats to coincide with New York State Report stats. Ms. McCahey informed the Board that they will start to review policies in the upcoming months.

Mrs. Stroh reported to the Board that the library stats are continuing to be transformed. The Covid Stats will continue as well as the older stats are reintroduced because the building is now up and running. Mrs. Stroh reported that the state mandated sexually harassment training is coming up for all employees to complete.

## **Library Statistics**

The Board reviewed all the Library statistics with interest. The Board inquired if there has been any feedback on the new location of the computer area. The Director and Assistant Director stated that residents have been adjusting to the new location quite nicely.

## **SCLS Board Report**

Nothing to report.

### **Old Business**

The Board reviewed the Sachem Public Library Bylaws. A grammar correction will be made as well as changing “A Salute to the Flag” to “A Pledge of Allegiance”. Mr. Lohr inquired about the responsibility of the Library Treasurer. Mrs. McCahey stated that the Treasurer is not an employee. He is a qualified individual that provides his services and reviews the financial statements. He is also an authorized signatory for the library payables. He has experience with similar duties with area libraries.

### **New Business**

On the Director’s recommendation, the Board approved the annual maintenance agreement for the heating, ventilation and air conditioning systems with Thermal Solutions, P.O. Box 12066, Hauppauge, NY 11788 for a total contract price of \$10,420.00 effective September 1, 2020 through August 31, 2021. The Library is contracted to pay four installment payments of \$2,605. (Winowitch, Barone; unanimous)

The Board approved the Sachem Public Library Closings for 2021. (Tychnowicz, Barone; unanimous)

The next Board Meeting will be held on Monday, September 21, 2020 at 5:00 p.m.

The PLDA Fundraiser date has been set for Thursday, September 24, 2020.

### **Executive Session:**

None

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

### **Adjournment**

The meeting adjourned at 6:17 p.m. (Longo, Winowitch; unanimous)

Respectfully submitted,

Susan Tychnowicz