

**SACHEM PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
OCTOBER 19, 2020
5:00 P.M.**

The regular meeting of SACHEM Public Library Board of Trustees was attended by Diane Longo, Marguerite Barone, Thomas Lohr, Neely McCahey, Kristen Stroh and Sandra Bartalis. Robert Winowitch and Susan Tychnowicz participated in the Board Meeting through Zoom Meeting ID number 83760420631.

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 5:04 p.m.

The meeting began with a pledge of allegiance.

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

Guests: David Tellier of Nawrocki, Smith LLP and Joanne Ortiz, Coordinator of Finance

Ms. McCahey introduced Mr. Tellier of Nawrocki, Smith LLP to the Library Board of Trustees. Mr. Tellier introduced himself as an audit partner of Nawrocki, Smith LLP. Mr. Tellier reviewed the annual auditor's report for the 2019/2020 fiscal year and found everything in order. Mr. Tellier stated that this year's audit was done off-site. All audit information was done online. Mr. Tellier made no recommendations and stated that the SACHEM Public Library has been complying within all guidelines. Mr. Tellier thanked the Board and complimented Joanne Ortiz and the Administrative staff for their assistance and thorough preparation of the library audit. The Board and Ms. McCahey thanked Mr. Tellier for spending the time to review the annual audit. The Board and Ms. McCahey also thanked Joanne Ortiz for her thorough preparation of the library audit.

Public Expression/Participation

None

Minutes

The Board approved the Minutes of the Regular Board Meeting on September 17, 2020. (Barone, Lohr; unanimous)

The minutes of the Executive Session of the September 17, 2020 were approved. (Tychnowicz, Winowitch; unanimous)

Treasurer's Report

The Treasurer's Report for September 2020 in the amount of \$6,986,900.54 was approved. (Barone, Longo; unanimous). The revised Budget Status Report for June 30, 2020 reflects the closing of books for Fiscal Year 2019/2020.

Payroll and Related Expenses

The Payroll and Related Expenses for September 2020 in the amount of \$549,058.06 was approved. (Winowitch, Barone; unanimous)

Payroll Warrant #9 dated September 3, 2020 in the amount of \$23,147.07 was approved. (Tychnowicz, Winowitch; unanimous)

Payroll Warrant #10 dated September 17, 2020 in the amount of \$158,884.26 was approved. (Barone, Lohr; unanimous)

The September 2020 Payroll Summary was approved. (Longo, Lohr; unanimous)

Schedule of Bills

The October 19, 2020 Schedule of Bills, warrant #12 in the amount of \$238,163.90 was approved. (Winowitch, Tychnowicz; unanimous)

Director's Report

The Board reviewed the Director's report with interest.

To her report, Ms. McCahey added the following:

Ms. McCahey stated that the recently appointed Superintendent of Sachem Central School District came for a tour. The tour went very well. Ms. McCahey read a thank you note from the superintendent stating he was impressed with the library and is looking forward to future partnerships. Sachem Public Library participated in The Great Give Back in two ways. On Oct 17, 2020 seventy-five people which included forty teens participated in a coordinated effort with the Lake Ronkonkoma Improvement Group to clean around Lake Ronkonkoma. The library also had a successful in-house toy, food and clothing drive. Ms. McCahey reported to the Board; going forward, community members can donate items on Thankful Thursdays. The Teen department will bring back desTEENation Friday nights. Ms. McCahey explained to the Board about a recent incident that took place regarding an individual that was not wearing a proper face mask within the building. The authorities were called and the staff members were instructed to alert security and/or they should bring an additional staff member to approach individuals that are not following the library policies.

Assistant Director's Report

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

To her report, Mrs. Stroh added the following:

Mrs. Stroh reported to the Board about electronic resources that the library offers to residents. Since the pandemic there has been an increase in demand for the library's collection of electronic resources which consists of eBooks, online magazines and streaming services.

Library Statistics

The Board reviewed all the library statistics with interest.

SCLS Board Report

Mrs. Barone reported to the Board that SCLS that construction grants were awarded. She also stated that the New York State Education Department's \$34 million will come through. The SCLS Caucus will be held online on October 28, 2020. The SLED made its appearance at the Center Moriches Library during their shredding event. Ms. Lewis from SCLS and Ms. Scott from Stonybrook University, conducted a mental health and food insecurity survey from January through March 2020. Stonybrook University currently offers an intern program for Social Services. They will be expanding the intern program into Nutrition. The next SCLS Board Meeting date has been postponed to two days after the 2020 primary election. The results of the election will reflect discussions on the SCLS 2021 budget. The trustee training will be online this year. SCLS also plans on holding their annual trustee workshop this year.

Old Business

None.

New Business

The SCLS Draft 2021 Budget was presented to the Board for review. The Board will vote on the final version of this budget at the November Board meeting.

On the Director's recommendation the Board awarded a three-year contract, January 1, 2021 to December 31, 2023, for printing in a 4-page format of the Library Newsletter for the first year of the contract and, at the library sole discretion to change to, a larger 8-page format of the Library's Newsletter for the second and third year of the contract, to Haig Graphic, Inc. 690 Old Willets Path, Hauppauge, NY 11788. Haig Graphic, Inc. was the lowest bidder with a combined bid of both formats. (Winowitch, Barone; unanimous)

The Board approved the dates for the regular monthly Board of Trustees meetings for 2021 and determined of rotation for monthly signing of bills. The June 22, 2021 date originally presented has been changed to June 15, 2020 to keep consistency of the third Tuesday of each month. (Longo, Lohr; unanimous).

Other

The Director reminded the Board that the Haunted Garden will be held on October 26-29 at 5:30 p.m. - 8:30 p.m.

The Next Board Meeting be held on Monday, November 16, 2020 at 5:00 p.m.

The Staff Appreciation Luncheon will be held on Wednesday, December 9, 2020.

The Holiday Lights will be held December 7-11, 14-18, and the 21st at 5:00-8:30.

Executive Session

The Board adjourned into Executive Session at 6:20 p.m. to discuss Collective negotiations pursuant to article fourteen of the Civil Service Law and to discuss employment history of a particular person. (Longo, Winowitch; unanimous)

Regular Session resumed at 7:15 p.m.

Personnel Report

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

Correspondence

A letter of retirement was received from Anne Marie Tognella, Public Relation Specialist.

Adjournment

The meeting was adjourned at 7:18 p.m. (Longo, Barone; unanimous)

Respectfully submitted,

Susan Tychnowicz