

**SACHEM PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
NOVEMBER 16, 2020  
5:00 P.M.**

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

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

The meeting was called to order at 5:10 p.m.

The meeting began with a pledge of allegiance.

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

**Public Expression/Participation**

None

**Minutes**

The Board approved the Minutes of the Regular Board Meeting on October 19, 2020. (Tychnowicz, Longo; unanimous)

The minutes of the Executive Session of the October 19, 2020 Board Meeting were approved. (Barone, Winowitch; unanimous)

**Treasurer's Report**

The Treasurer's Report for October 2020 in the amount of \$6,905,034.92 was approved. (Winowitch, Lohr; unanimous)

**Payroll and Related Expenses**

The Payroll and Related Expenses for October 2020 in the amount of \$737,140.02 was approved. (Tychnowicz, Lohr; unanimous)

Payroll Warrant #11 dated October 1, 2020 in the amount of \$19,764.00 was approved. (Barone, Longo; unanimous)

Payroll Warrant #13 dated October 1, 2020 in the amount of \$16,697.41 was approved. (Longo, Tychnowicz; unanimous)

Payroll Warrant #14 dated October 15, 2020 in the amount of \$135,287.78 was approved. (Winowitch, Barone; unanimous)

Payroll Warrant #16 dated October 29, 2020 in the amount of \$21,250.72 was approved. (Winowitch, Lohr; unanimous)

The October 2020 Payroll Summary was approved. (Tychnowicz, Longo; unanimous)

### **Schedule of Bills**

The November 16, 2020 Schedule of Bills, warrant #15 in the amount of \$138,675.97 was approved. (Barone, Winowitch; unanimous)

### **Director's Report**

The Board reviewed the Director's report with interest.

To her report, Ms. McCahey added the following:

Ms. McCahey followed up with the Board concerning about an individual that made a police complaint during the Haunted Garden event. The individual was unhappy with the library's management of social distancing and grouping during the event. When the authorities inspected the situation, they stated the library was complying with regulations and were satisfied with management. The individual emailed the President of the Board a couple of times. Ms. McCahey also reported to the Board that she had received many compliments on the event and many were thankful to have a safe activity to attend. The next outdoor event will be the Holiday Lights. It will be two weeks and one day. In light of the recent press conference from Governor Cuomo, the library will allow 10 people to a group. The groups will wait in their cars and will receive a phone call when their turn is next to view the Holiday Lights. Ms. McCahey discussed the reintroduction of programming in January. The library team is brainstorming a smooth transition for patrons to be comfortable and enjoy library programs. The webpage will undergo some changes to keep it fresh for community members to use. Ms. McCahey stated that the Holbrook Chamber of Commerce gave permission for Holiday Lights to have an advertisement near their holiday tree. Ms. McCahey informed the Board that the living wall has been installed. To make the reading room inviting; an electric fireplace will be added, as well as gallery style framed historic pictures of the community. Ms. McCahey stated that she is in the process of working on the dedication ceremony for former Board Trustee, Dennis Flavin.

### **Assistant Director's Report**

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

Mrs. Stroh reported to Board on the costs of cleaning products and PPE (Personal Protection Equipment). She highlighted the time period and budget analysis and stated if the progress of Covid-19 continues then an adjustment in the budget lines to accommodate the supply costs may be needed. Mrs. Stroh also stated that the Haunted Garden event had 700 community members attend. The green screen is available for holiday photos. She stated 137 participants have booked their holiday photos using Sachem Public Library's green screen the last weekend.

### **Library Statistics**

The Board reviewed all the library statistics with interest.

## **SCLS Board Report**

Mrs. Barone reported to the Board that SCLS used their construction grant to update the HVAC system in their building. The project is finished. She also reported to the Board the SCLS will make minor changes to the originally proposed budget. Mrs. Barone announced that three new trustees will be on the SCLS Board. The three trustees are from Lindenhurst Library, Bay Shore Library and Sachem Library. The Board and Administration congratulated Susan Tychnowicz in her new position as SCLS Trustee. Mrs. Barone informed the Board that petitions to run for a vacant trustee position should have signatures of 2 percent of the voter count. The SCLS Board extended SCLS Director's annual contract for an additional year.

## **Old Business**

The Board approved the Proposed FY2021 SCLS Operating Budget. (Winowitch, Tychnowicz; unanimous)

## **New Business**

The Board unanimously approved the election of Susan Tychnowicz as SCLS Trustee to fill the term from January 6, 2021 -December 31, 2023. (Barone, Winowitch; unanimous)

The Board approved the Disposal of Equipment. (Lohr, Barone; unanimous)

A discussion took place about the Emergency Operation Plan. SCLS strongly encourages member libraries to have their Pandemic Plan completed before April 1, 2020. Ms. McCahey stated that they are working on the plan. The Board had previously adopted the Sachem Public Library Safety Plan in June 2020.

## **Other**

The Director reminded the Board that the Staff Appreciation Luncheon will be held on Wednesday, December 9, 2020.

The Director reminded the Board that the Holiday Lights will be held December 7-11, 14-18, and the 21<sup>st</sup> at 5:00-8:30.

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

## **Executive Session**

The Board adjourned into Executive Session at 6:08 p.m. to discuss collective negotiations pursuant to article fourteen of the Civil Service Law and to discuss employment history of a particular person. (Winowitch, Tychnowicz; unanimous)

Regular Session resumed at 6:27 p.m.

The Directors Evaluation was approved. (Barone, Winowitch; unanimous)

On the Director's recommendation the Board ratified the Full Time Clerical Bargaining Unit Memorandum of Agreement and approved a contract between the library and the Full Time

Clerical Unit. The contract covers the period from July 1, 2020 through June 30, 2024.  
(Winowitch, Tychnowicz; unanimous)

**Adjournment**

The meeting was adjourned at 6:43 p.m. (Barone, Winowitch; unanimous)

Respectfully submitted,

Susan Tychnowicz