

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

The regular meeting of Sachem Public Library Board of Trustees was attended by Diane Longo, Susan Tychnowicz, Thomas Lohr, Neely McCahey, Kristen Stroh and Sandra Bartalis. Robert Winowitch and Marguerite Barone participated in the Board Meeting through Zoom Meeting ID number 91771502167.

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

The meeting was called to order at 5:08 p.m.

The meeting began with a pledge of allegiance.

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

**Public Expression/Participation**

None

**Minutes**

The Board approved the Minutes of the Regular Board Meeting on November 16, 2020 with grammatical corrections. (Winowitch, Longo; unanimous)

The minutes of the Executive Session of the November 16, 2020 Board Meeting were approved. (Tychnowicz, Barone; unanimous)

**Treasurer's Report**

The Treasurer's Report for November 2020 in the amount of \$6,333,698.20 was approved. (Winowitch, Longo; unanimous)

The Board reviewed the revised Budget Status Report for July 31, 2020. The Board reviewed the Budget Status Report for November 30, 2020.

**Payroll and Related Expenses**

The Payroll and Related Expenses for November 2020 in the amount of \$1,287,211.56 was approved. (Barone, Tychnowicz; unanimous)

Payroll Warrant #17 dated November 12, 2020 in the amount of \$889,946.22 was approved. (Winowitch, Lohr; unanimous)

Payroll Warrant #19 dated November 25, 2020 in the amount of \$21,737.74 was approved. (Longo, Barone; unanimous)

The November 2020 Payroll Summary was approved. (Winowitch, Longo; unanimous)

### **Schedule of Bills**

The December 21, 2020 Schedule of Bills, warrant #18 in the amount of \$136,855.08 was approved. (Tychnowicz, Lohr; unanimous)

### **Director's Report**

The Board reviewed the Director's report with interest.

To her report, Ms. McCahey added the following:

Happy Holidays! Ms. McCahey informed the Board about the positive case of Covid-19 last month involving a member in the Circulation Department. The building was closed for three days for a thorough cleaning. Members in the department were instructed to stay home and follow the guidance of the Department of Health. Administration is constantly looking for ways to ensure safety protocols throughout the pandemic. The vacant café area has been renamed the "Library of Things." The area is a designated space where the public may borrow nontraditional items such as coin counters, maker kit activities, go-pros, Rokus, telescopes, etc. Curbside pickup has been relocated to the LOT desk. Ms. McCahey stated that signage for the Board Room has been installed. Plans for a memorial for former Trustee, Dennis Flavin will take place in the future. Ms. McCahey announced that there are minor changes to the Newsletter starting with the March issue. The Studio, Library of Things, Outreach and Discovery Grove subpages are going to be added to the Sachem Public Library website. Ms. McCahey stated that Councilman Kevin LaValle's "Shred the Meds" event went very well. Ms. McCahey announced to the Board that the Eagle Scout outdoor display board is located in the Inside/Out. The Eagle Scout raised money for supplies for the project and the proceeds of the fundraiser were donated to Sachem Public Library. Thank you to Jonathan Coates for all his hard work Ms. McCahey reported to the Board that a resident returned a copy of a newsletter, criticizing the issue and asked not to receive newsletters in the future. However, no return address was provided. Mr. Lohr inquired about the "at-home movie activities". Ms. McCahey explained that a link to popular movies will be available where family members can interact and enjoy the guided activity.

### **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 the additional unforeseen costs of supplies that has been incurred during the pandemic, such as, the supplies for curbside bags, racks and signage. In addition, the costs for additional keyboards and key skins. Air purifiers for staff offices and program rooms have also been added to the building. She informed the Board that Sachem Public Library saved money by not purchasing contact tracing apps but used an in-house platform instead. Sachem Public Library also handles curbside pickup orders directly instead of using the Capira curbside app. Ms. McCahey thanked Mrs. Stroh for the fantastic job she did on the social distanced Staff Luncheon on December 9, 2020. Mrs. Stroh was very grateful to Sonoma Grille opening early to provide the luncheon food and was very happy with the desserts from the Cupcake Girlz.

### **Library Statistics**

The Board reviewed all the library statistics with interest.

## **SCLS Board Report**

Mrs. Barone reported to the Board that Library Advocacy Day will be held virtually on February 26, 2021. The PLDA Fundraiser will be held on September 27, 2021. Mrs. Barone also reported to the Board that downloads such as Flipster and Overdrive have increased. Brainfuse tutoring has also increased to 79%. The SCLS budget vote has already passed with 39 votes thus far. Ms. McCahey thanked Mrs. Barone for her time that she served as a SCLS Board of Trustee.

## **Conference Report**

The Board reviewed the conference report with interest.

## **Old Business**

The Board approved of MOA the Full-time Clerical Unit. (Longo, Winowitch; unanimous)

## **New Business**

On the Director's recommendation the Board adopted the required change to the Records Retention and Disposition Schedule:

**RESOLVED**, by the Board of Trustees of the Sachem Public Library that Retention and Disposition Schedule for New York State Government Records (LGS-1), issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, and containing legal minimum retention periods for local government records, is hereby adopted for use by the Sachem Public Library in legally disposing of valueless records listed therein.

**FURTHER RESOLVED**, that in accordance with Article 57-A:

(a) those records that are described in New York State Education Department Records Retention and Disposition Schedule LGS-1 may only be disposed of after they have met the minimum retention periods described therein;

(b) only those records that do not have sufficient administrative, fiscal, legal, or historical value to merit retention beyond established legal minimum periods may be disposed of. (Tychnowicz, Lohr; unanimous).

The NYS Commissioner of Education has issued a new uniform records retention and disposition schedule that must be adopted by all public library systems and public libraries in New York State by January 1, 2021. The new schedule (LGS-1) replaces the current schedule (MI-1.)

On the Director's recommendation the Board approved a payment to Jeanine Davis Design at 40 Coachman Lane, Levittown, NY 11756 for the December and January designs of newsletters for a total amount of 1250.00. The approved payment check was included with the first check run at beginning of the month (December 2020). (Longo, Barone; unanimous)

The Finance Committee to review the Budget 2021/2022 has been selected. Ms. McCahey will contact Susan Tychnowicz and Thomas Lohr to set up a meeting in January 2021.

## **Other**

The next Board Meeting will be held on Tuesday, January 19, 2021 at 5:00 p.m.

Library Advocacy Day will be held virtually on February 26, 2021.

## **Executive Session**

The Board adjourned into Executive Session at 5:40 p.m. to discuss the employment history of a particular person. (Winowitch, Lohr; unanimous)

Regular Session resumed at 5:59 p.m.

## **Personnel Report**

The Personnel Report was approved. (Winowitch, Longo: unanimous)

## **Adjournment**

The meeting was adjourned at 6:00 p.m. (Longo, Winowitch; unanimous)

Respectfully submitted,

Susan Tychnowicz