

**SACHEM PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
January 19, 2021  
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 97583737394.

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

The meeting was called to order at 5:07 p.m.

The meeting began with a pledge of allegiance.

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

**Public Expression/Participation**

None

**Minutes**

The Board approved the Minutes of the Regular Board Meeting on December 21, 2020. The spelling of Capria under the Assistant Director's Report was corrected. (Tychnowicz, Winowitch; unanimous)

The minutes of an Executive Session on December 21, 2020 were approved. (Barone, Tychnowicz; unanimous)

**Treasurer's Report**

The Treasurer's Report for December 2020 in the amount of \$6,505,730.80 was approved. (Winowitch, Tychnowicz; unanimous)

**Payroll and Related Expenses**

The Payroll and Related Expenses for December 2020 in the amount of \$555,190.25 were approved. (Longo, Barone; unanimous)

Payroll Warrant #20 dated December 10, 2020 in the amount of \$18,843.30 was approved. (Winowitch, Barone; unanimous)

Payroll Warrant #21 dated December 23, 2020 in the amount of \$135,509.35 was approved. (Barone, Tychnowicz; unanimous)

The December 2020 Payroll Summary was approved. (Longo, Barone; unanimous)

## **Schedule of Bills**

The January 19, 2021 Schedule of Bills, warrant #23 in the amount of \$105,132.39 was approved. Mrs. Longo inquired about the payment of check number 48499 to Integrated Controls. The Director stated the library used that payment for HVAC system software. (Tychnowicz, Barone; unanimous)

## **Director's Report**

The Board reviewed the Director's report with interest.

To her report, Ms. McCahey added the following:

Ms. McCahey thanked the members of the Board that participated in the budget meeting committee. Ms. McCahey informed the Board members that the administration staff met with the library's architect to discuss facilities systems assessments. The architect will follow up with a formal report. Ms. McCahey announced to the Board that the webpage's header will be re-vamped. There will also be a new header on the newsletter beginning with the April issue. Ms. McCahey announced that a campaign utilizing the website will promote the budget vote by featuring one video a day for 31 days before the budget vote day. Ms. McCahey informed the Board that Councilman LaValle will be hosting a "Three-In-One" recycling event on Saturday, May 22, 2021 at the library. It will include paper shredding, e-waste disposal and a prescription drug take back program. Assemblyman Doug Smith plans on a "Shed the Meds" event as well. Assemblyman Destefano and Assemblyman Doug Smith's offices are showcasing their districts libraries to promote library services during February's Love Your Library month.

## **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 the closing of last's year statistics. She stated Sachem Public Library accomplished many things over the last year. Mrs. Stroh also informed the Board that the library purchased additional air purifiers for the public service desks. The library is also taking extra precautions with the spread of the Coronavirus by providing contactless digital thermometers for patrons when entering a program. Spray mist sanitizer backpacks will be used daily by the custodial staff as well. Ms. McCahey wished Mrs. Stroh a happy first anniversary as Assistant Director.

## **Library Statistics**

The Board reviewed all the library statistics with interest.

## **SCLS Board Report**

Mrs. Tychnowicz thanked Mrs. Barone for her guidance as she takes on her new role as a Board Trustee for the Suffolk County Library System. She reported to the Board that SCLS Director thanked all out-going board members and welcomed the new trustees. Three new trustees will begin to serve a three-year term. She reported to the Board that February 26, 2021 will be a virtual Library Advocacy Day. The final budget vote results concluded that SCLS budget had passed. The Sachem Public Library Board of Trustees congratulated Mrs. Tychnowicz on her role as SCLS Trustee.

## **Old Business**

The group had a discussion on the Pandemic Preparedness Plan. The revisions will be presented to the Board at next month's board meeting. The Board thanked Mrs. Stroh for all her efforts in undertaking the preparation of the preparedness plan.

The Board reviewed the Bills Paid Out of Schedule policy, Code of Business Conduct policy, Code of Ethics for Board of Trustees policy, Display and Exhibit policy, the Meeting Room Policy and Regulations form. The Board will review and adopt these policies at the February Board meeting.

### **New Business**

The Board approved the Legal Notice for Budget Vote and Trustee Election, April 6, 2021. (Longo, Tychnowicz; unanimous)

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

The Board approved the extension of the Families First Coronavirus Response Act to end March 31, 2021. (Winowitch, Lohr; unanimous)

The Board approved cellular phone reimbursements for James Hofer, Full-time Network and Systems Technician. (Lohr, Winowitch; unanimous)

### **Other**

The next Board Meeting will be held on Tuesday, February 16, 2021 at 5:00 p.m.

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

### **Executive Session**

None

### **Personnel Report**

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

### **Correspondence**

A letter of retirement from Nancy Elliot was received. The Director and Board thanked Mrs. Elliott for her years of service and wished her well in her retirement.

### **Adjournment**

The meeting was adjourned at 5:50 p.m. (Longo, Winowitch; unanimous)

Respectfully submitted,

Susan Tychnowicz