

**SACHEM PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
MARCH 23, 2021 - 5:00 P.M.  
AGENDA**

1. Call to Order
2. A Pledge of Allegiance
3. Adoption of the Agenda **(Motion)**
4. Public Expression/Participation
5. Approval of Minutes of the Regular Board Meeting on February 16, 2021 **(Motion)**
6. Approval of Minutes of the Executive Session on February 16, 2021 **(Motion)**
7. Approval of Treasurer's Report, February 2021 **(Motion)**
  - A. Approval of Payroll Expense Report, February 2021 **(Motion)**
  - B. Approval of Payroll Warrants: #27 **(Motion)**, #29 **(Motion)**
  - C. Approval of Payroll Summary, February 2021 **(Motion)**
  - D. Approval of Bills: Warrant #28, March 2021 **(Motion)**
8. Reports
  - A. Director's Report
  - B. Assistant Director's Report
  - C. Library Statistical Report
  - D. SCLS Board Report, Susan Tychnowicz
9. Old Business
  - A. Approval of Revised Display and Exhibit Policy **(Motion)**
  - B. Approval of Pandemic Preparedness Plan Revision **(Motion)**
  - C. Approval of Staff Sick Time Bank **(Motion)**
10. New Business
  - A. Equipment Disposal **(Motion)**
  - B. New York State Report 2020 **(Motion)**
  - C. Approval of Purchase – HVAC Duct Cleaning **(Motion)**
  - D. Approval of Purchase – Upgrade Library's Fire Alarm System Panel **(Motion)**
  - E. Approval of Updated Circulation Loan Rules – LOT **(Motion)**
  - F. Draft Open Meeting Policy for Review
  - G. Draft Petty Cash Policy for Review
  - H. Draft of Personnel Policy for Review
  - I. Draft of Disaster Response Plan for Review
  - J. Discussion - Library as a Polling Place
  - K. Approval of External Auditor for FY Ending June 2021 **(Motion)**
11. Other
  - A. Budget Vote and Trustee Election, Tuesday, April 6, 2021, 9:30 a.m. to 9:00 p.m.
  - B. Next Board Meeting, Monday, April 20, 2021 5:00 p.m.
12. Executive Session (as needed) **(Motion)**
13. Personnel Report **(Motion)**
14. Correspondence
  - A. A Letter from Nawrocki Smith LLP
15. Adjournment **(Motion)**