

**SACHEM PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
February 16, 2021
5:00 P.M.**

The regular meeting of Sachem Public Library Board of Trustees was attended by Diane Longo, Robert Winowitch, Susan Tychnowicz, Thomas Lohr, Neely McCahey, Kristen Stroh and Sandra Bartalis. Marguerite Barone participated in the Board Meeting through Zoom Meeting ID number 96458778612.

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. (Barone, Winowitch; unanimous)

Public Expression/Participation

None

Minutes

The Board approved the Minutes of the Regular Board Meeting on January 19, 2021. (Winowitch, Lohr; unanimous)

Treasurer's Report

The Treasurer's Report for January 2021 in the amount of \$6,696,316.47 was approved. (Lohr, Tychnowicz; unanimous)

Payroll and Related Expenses

The Payroll and Related Expenses for January 2021 in the amount of \$578,173.87 were approved. (Tychnowicz, Longo; unanimous)

Payroll Warrant #22 dated January 1, 2021 in the amount of \$20,197.80 was approved. (Longo, Winowitch; unanimous)

Payroll Warrant #24 dated January 7, 2021 in the amount of \$137,988.28 was approved. (Barone, Winowitch; unanimous)

Payroll Warrant #25 dated January 21, 2021 in the amount of \$27,457.00 was approved. (Winowitch, Lohr; unanimous)

The January 2021 Payroll Summary was approved. (Lohr, Tychnowicz; unanimous)

Schedule of Bills

The February 16, 2021 Schedule of Bills, Warrant #26 in the amount of \$112,393.80 was approved. The Director answered an inquiry from Mrs. Longo concerning the equipment charge on the library's Citibank credit card. The charges reflect spending of additional sanitizing backpacks and hand sanitizer. (Tychnowicz, Longo; unanimous)

Director's Report

The Board reviewed the Director's report with interest.

To her report, Ms. McCahey added the following:

Sachem Library has partnered with Sachem North Football Team to create Senior posters. The team will pay for the supplies and use of the Studio's poster printer. The Farmingville Chamber of Commerce has begun planning their Street Fair for October 2021. Sachem Public Library will sponsor the Family Fun Zone. Ms. McCahey showed the Board a copy of the March Newsletter. She noted the updated masthead. Ms. McCahey stated staff members would like to participate in a Go Fund Me fundraiser for a fellow employee hosted by the employee's family. Also, employees were inquiring about banking sick time for the individual. Ms. McCahey stated she will be consulting the library's attorney on this matter. Ms. McCahey announced to the Board that "Pizza and Politics" has been renamed to "Pastries and Politics." The next in-person "Pastries and Politics" program will feature Councilman Kevin LaValle in March.

Assistant Director's Report

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

Mrs. Stroh reported to the Board on the status of Sachem Public Library's Studio Department. The Studio was a very hands-on-learning experience and now has become mostly virtual. The Studio had launched "Studio-To-Go" for patrons to bring home their projects. There have been many participants with their virtual programs. Winter Wonderland Garden of Lights program hosted 1,934 people to enjoy the festivities in the Inside/Out. The Studio's plan is to create technology kits for community members, as well as to reintroduce in-person programming.

Library Statistics

The Board reviewed all the library statistics with interest. Mrs. Stroh stated the library statistics report has been re-vamped. The changes made coincide with the information that is required by the Annual New York State Report. All departments are to keep track of stats in a similar way. After research, Mrs. Stroh stated that the library had been underestimating their stats. As the Board reviewed the statistics they saw several changes in many areas, including Social Media, Patron Assistance and Online Programming.

SCLS Board Report

Mrs. Tychnowicz reported to the Board that SCLS funding was cut by 5%, however the construction grant is still staying at \$14 million. Mrs. Tychnowicz mentioned a recent Newsday article featuring the Wyandanch Library. Mrs. Tychnowicz also reported to the Board about the Petition Bill. The Senate is trying to get required signatures back down to 25. It is unlikely to pass before the early Spring Library Budget Votes. Mrs. Tychnowicz also reported to the Board on the SCLS stats. Circulation fell 51% for the year 2020. However, there were 2.9 million items circulated. 2.8 million e-items were downloaded.

Old Business

The Board approved the Pandemic Preparedness Plan. (Longo, Barone; unanimous) Ms. McCahey stated the next step before the plan can become public is for the four unions to approve it.

The Board approved the following policies:

Bills Paid Out of Schedule (Barone, Winowitch; unanimous)

Code of Business Conduct (Winowitch, Lohr; unanimous)

Code of Ethics for Board of Trustees (Lohr, Tychnowicz; unanimous)

Meeting Room Policy and Meeting Room Application (Tychnowicz, Longo; unanimous)

The Display and Exhibits revised policy will be presented to the Board at next month's meeting. The revision will be in the sixth paragraph and will state no food or beverages *of any kind*.

New Business

The Board approved the Transfer of Fund Balance and Proposed Budget for FY 2021/2022. (Tychnowicz, Longo; unanimous) Ms. McCahey thanked the finance committee for their time to review the budget. There was a slight increase to the budget which falls within the tax cap compliance.

On the Director's recommendation the Board approved the payment application submitted by Fidele Construction Inc. at 606 Johnson Avenue, Suite 32, in Bohemia, NY 11716 for change order PCO-o2 for the fabrication and installation of new safety gates in Discovery Grove in the amount of \$18,640.

(Longo, Barone; unanimous)

Other

The Director reminded the Trustees that Library Advocacy Day will be held on February 26, 2021 virtually.

The Next Board meeting will be held on March 23, 2021 at 5:00 p.m. in the Children's Program Room.

The Library Budget Hearing will be held on Wednesday, March 23, 2021 at 7:00 p.m. in the Children's Program Room. Trustees were reminded to bring their FY 2021/2022 Proposed Budget Books.

Executive Session

The Board adjourned into Executive Session at 5:35 p.m. to discuss employment history of a particular person. (Longo, Winowitch; unanimous)

Regular Session resumed at 5:58 p.m.

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

Adjournment

The meeting was adjourned at 6:01 p.m. (Longo, Winowitch; unanimous)

Respectfully submitted,

Susan Tychnowicz