

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

The location of the Board Meeting changed from the Children's Program to Community Rooms A & B for the purpose of social distancing.

The regular meeting of Sachus 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 Thomas Lohr reviewed all warrants with the Director before having them presented to the Board for their approval.

Christopher DeCristofaro, Librarian II, in the Studio Department, Alexandra Mercado, Librarian II, in the Library Newsletter and Programs Department and Christine Latham, Librarian I, in the Children's department attended the Board meeting as guests. Christopher DeCristofaro was presented with a Suffolk Library Marketing award from the Suffolk County Library Association, Reference and Adult Services Division for the year 2020. The marketing award recognizes his accomplishments with the Holiday Lights/Winter Wonderland in December 2020.

The meeting was called to order at 5:14 p.m.

The meeting began with a pledge of allegiance.

The Board adopted the agenda with one comment and one correction. (Barone, Tychnowicz; unanimous)

Public Expression/Participation

None

Minutes

The Board approved the Minutes of the Regular Board Meeting on February 16, 2021. (Winowitch, Barone; unanimous)

The minutes of an Executive Session on February 16, 2021 were approved. (Barone, Tychnowicz; unanimous)

Treasurer's Report

The Treasurer's Report for February 2021 in the amount of \$6,938,120.71 was approved. (Lohr, Longo; unanimous)

Payroll and Related Expenses

The Payroll and Related Expenses for February 2021 in the amount of \$534,489.37 were approved. (Longo, Winowitch; unanimous)

Payroll Warrant #27 dated February 4, 2021 in the amount of \$19,565.68 was approved. (Winowitch, Barone; unanimous)

Payroll Warrant #29 dated February 18, 2021 in the amount of \$136,397.82 was approved. (Barone, Tychnowicz; unanimous)

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

Schedule of Bills

The March 23, 2021 Schedule of Bills, Warrant #28 in the amount of \$282,037.17 was approved. (Longo, Winowitch; 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 staff and the Board for all their efforts in creating the 31 Days campaign to promote the Budget Vote. It already has 2400 views. The next campaign will be in September. Ms. McCahey stated that during the Directors Zone meeting a couple of topics of interest were discussed. "How libraries can be after hybrid programs?" and the new state mandates for libraries to post their policies to their webpage. In response, the Board will review new policies listed on this month's agenda. Ms. McCahey thanked all who attended Virtual Advocacy Day. Ms. McCahey congratulated the Farmingville Chamber of Commerce on their 10-year anniversary. Their street fair will take place on October 3, 2021. Ms. McCahey attended a Lake Ronkonkoma civic meeting. She shared that the Amphitheater is expecting to be at 100% occupancy in July 2021. The NY Blood and Cancer Center will take over the Agnew and Taylor building. Top Golf's construction is coming along and expected to be completed by August 2021. There was talk about a *Chick-fil-a* coming to Farmingville. The land under the powerlines may be used as a green space for hike and bike trails. Ms. McCahey reported to the Board that the Friends' of the Sachem Public Library once again subsidized the library's museum program. Ms. Barone inquired about receiving membership extensions from last year's passes. Ms. McCahey stated some of the museums have extended their membership. She informed the Board that at next month's meeting there will be more to discuss on this topic. The Friends' also donated outside patio furniture for the pavilion.

Assistant Director's Report

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

Mrs. Stroh reported to the Board on how Sachem compares to the larger libraries in Suffolk County. Sachem Library is the third largest and 57% of the population have library cards. We have the second highest circulation with the third largest operating budget. A per capita of \$123 per patron puts Sachem right in the middle of the libraries surveyed.

Library Statistics

The Board reviewed all the library statistics with interest.

SCLS Board Report

Mrs. Tychnowicz reported to the Board that the Amityville Director has retired. All libraries should have received their e-rates. The Long Island Library Conference has been postponed till May 2022. The Governor has signed the Petition Bill to require that only 25 signatures will be needed for a candidate to run for a trustee position. Ms. Tychnowicz distributed handouts she received from the Director of SCLS. Within the handouts was an interesting article about Amazon and libraries.

Old Business

The Board approved the Display and Exhibit Policy. (Winowitch, Barone; unanimous)

The Board approved the Pandemic Preparedness Plan with revisions. (Barone, Tychnowicz; unanimous)

The revisions are as follows:

- *Cover page version and month updated.*
- *Page 7 Advanced Disinfecting Protocols- paragraphs 2 & 3 adapted to change 24 - 36 hours of closing to leaving the matter of closing and for how long to the library director. This follows suit with what the schools are doing, if they can get everything they need done it time to reopen, then no closure necessary.*
- *Page 8 Incoming Materials- all subjects on the page had the bullet point that had previous stated items will be quarantined for 72 hours changed to reflect the decision to quarantine materials and for how long be left up to the director.*
- *Page 12 Library Closing- Under notice of closing, first paragraph- changed the library will be closed for a period of 24-36 hours to the leave it up to the director to determine if it is necessary to close and for how long.*
- *Page 14- under Emergency Paid Sick Leave added a paragraph at the very bottom of the page to address the NYS COVID sick leave.*

On the Director's recommendation, the Board approved the creation of a Staff Sick Time Bank for individual staff members to donate a certain number of sick hours within parameters set forth by Library Administration. The established Sick Time Bank may be used with approval by Library Administration for the benefit of a staff member who is in a unique circumstance. (Tychnowicz, Lohr; unanimous)

New Business

The Board approved the Disposal of Equipment. (Tychnowicz, Longo; unanimous)

The Board approved the Library's 2020 Report to New York State for Public and Association Libraries. Mr. Winowitch's email was updated. (Longo, Winowitch; unanimous)

On the Director's recommendation the Board approved the purchase of HVAC Duct Cleaning for all the Library's Roof Top and Split System HVAC units. The service is to be performed by Cunningham Duct Cleaning Co., 869 Sylvan Avenue, Bayport, NY 11705. The contracted amount for this service is \$15,912.00. This service is being purchased under Suffolk County Contract HVACDCS-052616. (Winowitch, Barone; unanimous)

On the Director's recommendation, the Board approved the purchase of an upgrade to the Library's Fire Alarm System – Main Control Panel. The service is to be performed by Johnson

Controls – Long Island, 38 Arkay Drive, Hauppauge, NY 11788. This service is to be performed under the Time and Materials clause of New York State OGS Contract PT68816 and is not expected to exceed \$11,568.98. (Barone, Tychnowicz; unanimous)

On the Director's recommendation the Board approved the updated Circulation Loan Rules due to the Library of Things (LOT) Collection. (Tychnowicz, Lohr; unanimous)

The Board reviewed the draft for the Open Meeting Policy.

The Board reviewed the draft for the Petty Cash Policy.

The Board reviewed the draft for the Personnel Policy.

The Board reviewed the draft for the Disaster Response Plan.

On the Director's recommendation the appointment of Nawrocki, Smith LLP as the Library External Auditor for Fiscal Year ending June 30, 2021. In accordance with their engagement letter, Nawrocki, Smith LLP will conduct the audit of the Library's financial statements at a fee not to exceed \$16,500.00. (Winowitch, Barone; unanimous)

Other

The group discussed renewing the library's contract to be a polling place. On the Director's recommendation the Board approved to discontinue the contract between Sachem Public Library and the Suffolk County Board of Elections using the library building as a polling place. (Longo, Barone; unanimous)

On the Director's recommendation the Board approved the purchase of a SAS (Serial attached SCSI) Storage Unit from CDW Government. 75 Remittance Drive, Suite 1515, Chicago, IL 61675-1515 in the amount of \$34,931.51. The replacement unit would run all of Sachem Library's VMWare Server and staff file storage. The replacement unit will contain SSD (Solid State Drives) and have 3x more storage capability, with plenty of room for expansion. This request follows the guidelines of Sachem Public Library's purchasing policy. (Barone, Tychnowicz; unanimous)

Mr. Winowitch inquired about the replacement of the custodial position. Ms. McCahey stated she had reached out to the school district and posted the position in-house. However there has been no response. She will continue her efforts and perhaps post the position in the local paper and online.

The Budget Vote and Trustee Election will be held on Tuesday, April 6, 2021, 9:30 a.m. to 9:00 p.m. Robert Winowotch and Thomas Lohr are running for election. The candidate with the highest number of votes will fill the 5-year term July 1, 2021 - June 30, 2026. The candidate with the next highest number of votes will fill the vacancy term from July 1, 2021 - June 30, 2022.

The next Board Meeting will be held on Tuesday, April 20, 2021.

Executive Session

None

Personnel Report

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

Correspondence

A letter from Nawrocki Smith LLP was received.

Adjournment

The meeting was adjourned at 6:13 p.m. (Longo, Winowitch; unanimous)

Respectfully submitted,

Susan Tychnowicz