

**SACHEM PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
April 20, 2021
5:00 P.M.**

The regular meeting of Sachem 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 Susan Tychnowicz reviewed all warrants with the Director before having them presented to the Board for their approval.

Christine Latham, Librarian I, in the Children's department and Anthony Bliss, Librarian I, in the Studio department attended the Board meeting as guests.

The meeting was called to order at 5:13 p.m.

The meeting began with a pledge of allegiance.

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

Public Expression/Participation

None

Presentation

Anthony Bliss, Librarian I from the Studio Department presented to the Board of Trustees a plan for the creation of a Community Garden to be added in the Inside/Out. The Community Garden will be located in the under-utilized space of the garden. Plans will include community education of all ages through programming. Within the garden will be an outdoor classroom and raised garden beds for vegetables and flowers. The Board thanked Anthony for his impressive presentation.

Minutes

The minutes of the Sachem Public Library Annual Budget Hearing on March 23, 2021 were approved. (Barone, Lohr; unanimous)

The Board approved the Minutes of the Regular Board Meeting on March 23, 2021. (Lohr, Tychnowicz; unanimous)

Treasurer's Report

The Treasurer's Report for March 2021 in the amount of \$6,946,478.29 was approved. (Tychnowicz, Longo; unanimous)

Payroll and Related Expenses

The Payroll and Related Expenses for March 2021 in the amount of \$573,644.34 were approved. (Longo, Winowitch; unanimous)

Payroll Warrant #30 dated March 4, 2021 in the amount of \$39,923.10 was approved. (Winowitch, Barone; unanimous)

Payroll Warrant #31 dated March 18, 2021 in the amount of \$134,880.18 was approved. (Barone, Lohr; unanimous)

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

Schedule of Bills

The April 20, 2021 Schedule of Bills, Warrant #33 in the amount of \$135,976.67 was approved. (Tychnowicz, Longo; unanimous)

Director's Report

The Board reviewed the Director's report with interest.

To her report, Ms. McCahey added the following:

The Reading Room is coming along quite nicely with the addition of historical pictures of Lake Ronkonkoma mounted on the walls. Ms. McCahey asked the trustees if they would like participate as judges in a photo contest. The winner of the photo contest will have their photo displayed as wallpaper near the periodical section of the library. Ms. McCahey informed the Board that there will be one union representative for all four of Sachem Public Library's Contractual Units. The Jump Start Summer Program will return to the Library. The schools plan to utilize Discovery Grove for one week. Ms. McCahey stated that Legislator Anthony Piccirillo has arranged a Holbrook Community Clean Up Day on May 1, 2021. What's Your Library Story? Campaign will take place in the near future and will coincide with library sign-up month. Ms. McCahey reported to the Board that the July Newsletter will go back to eight pages. A school visit safety plan is in progress in preparation for next year's school visits. Ms. McCahey's LDA award presentation will be held via zoom on April 27, 2021 at 2:30 p.m. Ms. McCahey announced that the trustee training will be held on April 21, 2021 at 7:00 p.m. Ms. McCahey has begun working on the next three-year plan with managers. The plan should be finalized by December 2021. Ms. McCahey stated that this year's bullet aid submission, if selected will update the solar panel software. A discussion regarding tutoring rooms took place.

Assistant Director's Report

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

Mrs. Stroh reported to the Board on the Families First Coronavirus Response Act (FFCRA). The act gave provisions for paid leave to employees due to illness or quarantine. The library elected to extend provisions after it expired on December 31, 2020 for an additional three months. She noted 31 employees needed to use this time off. Mrs. Stroh also reported to the Board that she had a zoom meeting with an EAP representative about keeping employee morale up during the pandemic. This month the Wellness Committee held a sleep challenge for employees. At the end of the month there will be a raffle for those who participated.

Library Statistics

The Board reviewed all the library statistics with interest.

SCLS Board Report

Mrs. Tychnowicz distributed a handout. She stated Sayville Library spoke about a book created by Local History Librarian Stephanie DiChiara to document the Sayville Library's journey through the COVID-19 pandemic in the year 2020 (Sayville Library: 2020 Our Pandemic Story by Jennifer Fowler - Flipsnack). Mrs. Tychnowicz also reported to the Board about the Build America Act which is being debated in Washington. The Build America Act would bring \$200M worth of additional library construction funds to New York State; \$13M will be for Suffolk County libraries. The Director of SCLS encourages all staff members and trustees to sign the petition to invest in library infrastructure. (<http://www.ala.org/advocacy/buildlibraries>). She also announced that SCLS has returned to a 5-day work week.

Conference Report

The Board reviewed the Innovative Users Group Conference Report with interest.

Old Business

The Board accepted the Trustee Election results. The total number of yes votes were 262 and the total number of no votes were 87. (Longo, Winowitch; unanimous). Thomas Lohr was the candidate with the highest number of votes and will fill the 5-year term July 1, 2021 - June 30, 2026. Robert Winowitch was the candidate with the next highest number of votes and will fill the vacancy term from July 1, 2021 - June 30, 2022. The Board congratulated Mr. Lohr and Mr. Winowitch.

The Board approved the following policies:

- Open Meeting Policy (Winowitch, Barone; unanimous).
- Petty Cash Policy (Barone, Lohr; unanimous).
- Personnel Policy (Lohr, Tychnowicz; unanimous).

The Board approved the Disaster Response Plan with grammatical changes. (Tychnowicz, Longo; unanimous).

The Board approved the revision of the Pandemic Preparedness Plan. (Longo, Winowitch; unanimous).

The revisions are as follows:

- *Cover Page- date & version updated*
- *page 11- decision chart updated the quarantine period of 14 days to say the most current mandated quarantine time.*
- *page 13- again changed the quarantine time from 14 days to the most current mandated quarantine time.*
- *page 14- changed FFCRA to read as past practice and gave the dates the library participated. Then updated NYS paid sick leave as our current practice for covid sick time. Gave April 1, 2021 as the date the library change over to NYS time solely.*
- *page 19- added a statement library administration maintains the right to determine and/or modify the types of functions it considers essential.*

New Business

The Disposal of Equipment was approved. (Winowitch, Barone; unanimous)

On the Director's recommendation, the Board approved the purchase of new carpeting for the Teen Services and the DesTEENation area of the library in the amount of \$27,228.59. The carpeting is being purchased care of Baer's Rug & Linoleum Co., Inc. at 275-A Edison Avenue, West Babylon, NY 11704 under SourceWell contract pricing (Formerly NJPA Contract Pricing).

Other

The next Board Meeting will be held on Tuesday, May 18, 2021 at 5:00 p. m.

Executive Session

The Board adjourned into Executive Session at 6:24 p.m. to discuss employment history of particular people. (Lohr, Tychnowicz; unanimous)

Regular Session resumed at 6:36 p.m.

Adjournment

The meeting was adjourned at 6:44 p.m. (Longo, Winowitch; unanimous)

Respectfully submitted,

Susan Tychnowicz