

**SACHEM PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
MAY 18, 2021  
5:00 P.M.**

The regular meeting of SACHEM Public Library Board of Trustees was attended by Marguerite Barone, Robert Winowitch, Susan Tychnowicz, Thomas Lohr, Neely McCahey and Sandra Bartalis.

Diane Longo and Kristen Stroh informed the trustees that they would not be available for the May 18, 2021 board meeting and were formally excused.

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.

The meeting was called to order at 5:04 p.m.

The meeting began with a pledge of allegiance.

The Director stated the changes to the agenda. Alexander Boris, Librarian I, Studio will not present to the Board at this month's board meeting. Additional line items were added to New Business; *Item D: Approval of HVAC Maintenance and Item E: Mask Discussion*. The Board adopted the agenda with changes. (Winowitch, Tychnowicz; unanimous)

Anthony Bliss, Librarian I in the Studio Department attended the meeting as a guest.

**Public Expression/Participation**

None

**Minutes**

The Board approved the Minutes of the Regular Board Meeting on April 20, 2021. (Barone, Tychnowicz; unanimous)

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

**Treasurer's Report**

The Treasurer's Report for April 2021 in the amount of \$6,933,840.08 was approved. (Lohr, Winowitch; unanimous)

**Payroll and Related Expenses**

The Payroll and Related Expenses for April 2021 in the amount of \$755,531.25 were approved. (Winowitch, Barone; unanimous)

Payroll Warrant #32 dated April 1, 2021 in the amount of \$30,358.20 was approved. (Tychnowicz, Lohr; unanimous)

Payroll Warrant #34 dated April 1, 2021 in the amount of \$15,814.09 was approved. (Lohr, Winowitch; unanimous)

Payroll Warrant #35 dated April 15, 2021 in the amount of \$130,509.18 was approved. (Winowitch, Barone; unanimous)

Payroll Warrant #37 dated April 29, 2021 in the amount of \$26,108.03 was approved. (Barone, Tychnowicz, Flavin; unanimous)

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

### **Schedule of Bills**

The May 18, 2021 Schedule of Bills, Warrant #36 in the amount of \$254,165.08 was approved. (Lohr, Winowitch; unanimous)

### **Director's Report**

The Board reviewed the Director's report with interest.

To her report, Ms. McCahey added the following:

Ms. McCahey informed the Board that the library will be using Trellus Shipping for home deliveries to patrons. This new service will be publicized in the July Newsletter, social media and e-blasts. Ms. McCahey announced that the Long Island library auditor has been visiting area libraries. Ms. McCahey informed the Board a dedication ceremony will take place in June to honor the Dennis Flavin Board Room. Ms. McCahey informed the Board that an assistant living resident wrote a thank you note to the Sachem Public Library for a bookmark that she received which was created by teen volunteers.

### **Assistant Director's Report**

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

### **Library Statistics**

The Board reviewed all the library statistics with interest.

### **SCLS Board Report**

Mrs. Tychnowicz distributed information she had from the latest SCLS board meeting. She informed the Board about an Intellectual Freedom & EDI Workshop on June 4, 2021. The webinar will discuss the recent controversy to stop the selling of Dr. Seuss books that may contain racial and ethnic stereotypes. Mrs. Tychnowicz also reminded the Board members and staff members to sign the petition for the Build America Act. The act would bring \$200M worth of additional library construction funds to New York State; \$13M will be for Suffolk County libraries. (<http://www.ala.org/advocacy/buildlibraries>). Mrs. Tychnowicz informed the Board that member libraries should be opened to the New York State Education Department minimum operating hours. Large libraries like Sachem Library should be opened at least 60 hours a week. Ms. McCahey stated that Sachem Library is operating within guidelines. Mrs. Tychnowicz stated that

the government may want to use public libraries as a center for electric charging stations. The group discussed future trustee training opportunities at SCLS.

### **Old Business**

On the Director's recommendation the Board awarded the contract for a Community Garden Project in the Inside/Out to Fidele Construction Inc., 606 Johnson Avenue, Suite 32, Bohemia, NY 11716, in the amount of \$162,000. Fidele Construction Inc. was the lowest bidder on the project. John Tanzi Architects had reviewed the bids and recommended the award go to Fidele Construction Inc. (Tychnowicz, Lohr; unanimous)

### **New Business**

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

On the Director's recommendation the Board approved the annual renewal subscription for Adobe Creative Cloud, Adobe Acrobat Pro and Adobe Photoshop. The software will be purchased from Adobe at 345 Park Avenue, San Jose, CA 95110 for \$24,339.12. (Winowitch, Barone; unanimous)

On the Director's recommendation the Board approved the School Re-entry Plan as presented by the Director. (Tychnowicz, Lohr; unanimous)

The following are additional items added to New Business of the agenda at the beginning of the Board meeting:

*On the Director's recommendation the Board approved the purchase and installation of the replacement of HVAC Unit 5 that controls the air conditioning and heating for the New Quite Study Area from Trane US, Inc. at 45-18 Court Square, Long Island City, NY 11101, in the amount of \$38,843.55. The replacement will be purchased under GSA contract. (Lohr, Winowitch; unanimous)*

*The group discussed the latest Executive order regarding CDC guidelines for the use of wearing facial masks. The directive contained in Executive Order 202.17, as extended and modified by Executive Order 202.105, that required any individual over the age of two to cover their nose and mouth with a mask or cloth face-covering when in a public place, is hereby extended and modified only insofar as to no longer require, effective May 19, 2021, individuals who are fully vaccinated to cover their noses or mouths with a mask or cloth face-covering while indoors except in certain settings as prescribed in Department of Health guidance, which aligns with guidance published by the Centers for Disease Control and Prevention (CDC).*

*The four Board members present at the Board meeting **approved** the following resolution and the Library will continue the use mandatory facial mask wearing among staff and patrons. This resolution will be addressed again at next month's Board meeting.*

### ***RESOLUTION:***

***WHEREAS***, the Center for Disease Control and Prevention ("CDC") recently issued Guidance, which was subsequently adopted by the Governor of the State of New York by Executive Order 202.108, stating that, with limited exceptions, fully vaccinated

people can resume activities without wearing a mask or physical distancing beginning May 19, 2021;

**WHEREAS**, no current federal, State or local vaccination registry exists, which would allow the Library to adequately and properly determine who is, and who is not, fully vaccinated.

**WHEREAS**, many of the Library's patrons are either older citizens, who are acutely vulnerable to COVID-19 infection, or young children, who must still remain masked as they are not yet eligible for vaccination;

**RESOLVED**, that at this time, the Library is not lifting its mask mandate. All staff and patrons of the Library are still required to wear masks, subject to the same rules and regulations as prior to the recent CDC Guidance and State Executive Order.

**FURTHER RESOLVED**, that this resolution will be reviewed on a monthly basis to determine whether amendment or modification is appropriate. (Winowitch, Barone; unanimous)

### **Other**

The next Board Meeting will be held on Tuesday, June 15, 2021 at 5:00 p.m.

### **Executive Session**

The Board adjourned into Executive Session at 6:00 p.m. to discuss employment history of particular people. (Tychnowicz, Lohr; unanimous)

Regular Session resumed at 6:25 p.m.

The Board accepted the preliminary review of the retirement incentive as presented by the Director. (Tychnowicz, Lohr; unanimous)

### **Personnel Report**

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

### **Adjournment**

The meeting was adjourned at 6:35 p.m. (Barone, Tychnowicz; unanimous)

Respectfully submitted,

Susan Tychnowicz