

**SACHEM PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING**

**June 15, 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 Diane Longo 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 Board adopted the agenda. (Winowitch, Barone; unanimous)

Public Expression/Participation

None

Guests

Eagle Scout Johnathan Coates, members of his family and Virginia Pfeifer, Department Head of Circulation attended the Board Meeting as guests.

Mrs. Longo and Ms. McCahey thanked Mr. Coates for choosing the library as the site for his Eagle Scout Project; an outdoor display case located in the Inside/Out. Ms. McCahey presented Mr. Coates a certificate and wished him well with his future endeavors.

Mrs. Longo and Ms. McCahey thanked Principal Library Clerk Virginia Pfeifer, Head of Circulation, for her time served and dedication to the Sachem Public Library. Mrs. Pfeifer will retire after 17 years of service. The Board thanked her for her service and wished her well in her retirement.

Minutes

The Board approved the Minutes of the Regular Board Meeting on May 18, 2021. (Barone, Lohr; unanimous)

The minutes of an Executive Session on May 18, 2021 were approved. (Lohr, Tychnowicz; unanimous)

Treasurer's Report

The Treasurer's Report for May 2021 in the amount of \$6,968,552.72 was approved. (Longo, Winowitch; unanimous)

Payroll and Related Expenses

The Payroll and Related Expenses for May 2021 in the amount of \$569,995.33 were approved. (Winowitch, Barone; unanimous)

Payroll Warrant #38 dated May 13, 2021 in the amount of \$76,176.65 was approved. (Barone, Tychnowicz; unanimous)

Payroll Warrant #40 dated May 27, 2021 in the amount of \$132,732.02 was approved. (Tychnowicz, Longo; unanimous)

The May 2021 Payroll Summary was approved. (Barone, Winowitch; unanimous)

Schedule of Bills

The June 15, 2021 Schedule of Bills, Warrant #39 in the amount of \$112,726.13 was approved. (Barone, Lohr; unanimous)

Director's Report

The Board reviewed the Director's report with interest.

To her report, Ms. McCahey added the following:

The Jump Start Summer Program will return to the Library. This year will be much larger than in the previous years. The program will include grades kindergarten through twelfth grade. The Community Engagement Department Head will attend the July or August Board Meeting to give the Board a thorough overview of the library's involvement with the program. The summer reading club flyer has been sent virtually to all students in the school district. From September through May over 2000 teen volunteers have completed their community service credits for the library. The Haunted Garden Committee has begun planning the event and it will begin on October 18, 2021. The IT department has added access points to improve the Library's Wi-Fi coverage. Ms. McCahey reported to the Board that the Holbrook Carnival will be August 26-29. The Ronkonkoma Street Fair will take place on Labor Day weekend. Ms. McCahey informed the Board that New York State Department of Transportation has a contact number to report potholes (800-POT-HOLES). Mr. Winowitch stated that the Brookhaven town clerk can also receive information regarding potholes. Ms. McCahey informed the Board that the Friends of Sachem Public Library will be celebrating their 35th anniversary. This year the library will host a luncheon during the National Friends of Libraries Week which is October 17-31. The luncheon will take place during their monthly meeting on October 14, 2021. The Board viewed the Summer Reading video that the staff had created for the students within the school district.

Assistant Director's Report

Mrs. Stroh reported to the Board about employee vaccinations. Under NYS law employees are granted up to four hours of paid leave per COVID-19 injection. Sachem Public Library records indicate that 31 employees utilized this leave. Based on that knowledge 27% of employees are vaccinated.

Library Statistics

The Board reviewed all the library statistics with interest.

SCLS Board Report

Mrs. Tychnowicz reported to the Board that SCLS had their first monthly meeting in person and without masks. The building and grounds on SCLS had many improvements. Valerie Lewis gave a presentation regarding information on the e-Bill. If it passes it will give New York State the right to license and rent e-books within the state. Mrs. Tychnowicz informed the Board the Copiague Library has joined SCLS PALS.

Old Business

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 five Board members present at the Board meeting **approved** the following resolution and the Library will lift the mask mandate for fully vaccinated individuals however staff members will continue to wear facial masks. 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;*

***RESOLVED**, that subject to the policies and procedures approved by the Board, and implemented by the Library Administration, the Board adopts the CDC's Guidance, and hereby lifts its indoor mask mandate for fully vaccinated individuals, staff members are still required to use facial masks.*

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

New Business

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

Other

The group discussed a previous approved purchase from SAS (Serial attached SCSI) Storage Unit from CDW Government. On March 23, 2021 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.

However, there are supply issues with the components of the equipment. The IT Department will keep Administration informed of the status of the SAS Storage Unit.

The next Board Meeting will be held on Tuesday, July 20, 2021 at 5:00 p.m.

Correspondence

A letter of retirement was received from Principal Library Clerk Virginia Pfeifer, Head of Circulation.

Executive Session

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

Regular Session resumed at 6:30 p.m.

Personnel Report

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

The Non-Affiliated Staff Personnel Report was approved. (Barone, Tychnowicz; unanimous)

The Board accept by signing off on the Civil Service forms (CS-150) for salary increases for all contractual employees for 2021/2021.

Adjournment

The meeting was adjourned at 6:40 p.m. (Longo, Winowitch; unanimous)

Respectfully submitted,

Susan Tychnowicz