

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

The regular meeting of Sachem Public Library Board of Trustees was attended by Marguerite Barone, Susan Tychnowicz, Thomas Lohr, Robert Winowitch, Diane Longo, 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. (Lohr, Tychnowicz; unanimous)

Guests:

Senior Library Clerk, Anna Ulrich from the Teen department, Librarian III, Laura Panter from the Teen department, Librarian III, Cara Perry from the Reference department, Librarian I, Alexander Boris from the Studio department, Librarian II Christopher Cristofaro from the Studio department and Librarian I, Anthony Bliss from the Studio department attended the Board Meeting as guests.

Public Expression/Participation

None

Mrs. Longo thanked Anna Ulrich, Senior Library Clerk from the Teen Department for her years of dedication and service to the library and wished her well in retirement.

Presentation:

Alexander Boris, Librarian I in the Studio department gave a presentation to the Board on an engraving machine. The Studio department existing engraving machine is utilized by both patrons and staff and is an important piece of equipment in the department however it is restricted to some engraving jobs. The BossLaser is a sophisticated machine that would allow much larger projects to be done as well as doing projects in a shorter period of time. It would be helpful to operate an additional machine for the overflow of jobs especially during the holidays. The Board thanked Mr. Boris for his informative presentation.

Anthony Bliss, Librarian I, gave an update on the Community Garden Project. He stated the project is coming along quite nicely and is ahead of schedule.

Thomas Lohr was sworn in as an elected trustee for a five-year term from July 1, 2021 to June 30, 2026.

Robert Winowitch was sworn in as an elected trustee for a one-year term from July 1, 2021 to June 30, 2022.

Mrs. McCahey, was sworn in as Director for a one-year term from July 1, 2021 to June 30, 2022.

Mr. Hofmeister, was sworn in on an earlier date as Library Treasurer for a one-year term from July 1, 2021 to June 30, 2022 on an earlier date.

The rotation of officers was recognized with Marguerite Barone named as President for the period of July 1, 2021 to June 30, 2022 and Susan Tychnowicz named as Vice President for the period of July 1, 2021 to June 30, 2022.

The floor opened for nominations for the position of Secretary. Diane Longo made a motion to nominate Thomas Lohr for Secretary of the Sachem Public Library Board of Trustees for the period of July 1, 2021 to June 30, 2022. Marguerite Barone seconded the motion. Motion carried unanimously.

Minutes

The Board approved the Minutes of the Regular Board Meeting on June 15, 2021. (Longo, Lohr; unanimous)

The minutes of the Executive Session of the June 15, 2021 Board meeting were approved. (Lohr, Tychnowicz; unanimous)

Treasurer's Report

The Treasurer's Report for June 2021 in the amount of \$7,204,545.28 was approved. (Tychnowicz, Winowitch; unanimous) Ms. McCahey stated that the June 30, 2021 Budget Status Report will be revised after the external auditors complete the annual audit in September.

Payroll and Related Expenses

The Payroll and Related Expenses for June 2021 in the amount of \$516,872.24 were approved. (Winowitch, Barone; unanimous)

Payroll Warrant #41 dated June 10, 2021 in the amount of \$18,456.56 was approved. (Longo, Lohr; unanimous)

Payroll Warrant #42 dated June 24, 2021 in the amount of \$132,700.32 was approved. (Lohr, Tychnowicz; unanimous)

The June 2021 Payroll Summary was approved. (Tychnowicz, Winowitch; unanimous)

Schedule of Bills

The July 20, 2021 Schedule of Bills, Warrant #1 in the amount of \$432,022.24 was approved. (Winowitch, Barone; unanimous) Ms. McCahey informed the Board of two large checks payable to Fidele Construction, Inc. were submitted within Warrant 1. The payments will be released upon completion of the project.

Director's Report

The Board reviewed the Director's report with interest.

To her report, Ms. McCahey added that June has been a very busy month. She also reported to the Board that the library will be adding extra security during the overnight hours. There have been a

few incidents over the last couple of weeks that require a marked security car in hopes to prevent young adults from loitering and vandalizing the grounds. Ms. McCahey stated that a first amendment you-tuber is back in the area and the staff have been informed. Ms. McCahey also stated that the HVAC unit at the Historical Society is scheduled to be replaced.

Assistant Director's Report

The Board reviewed the Assistant Director's report with interest. Mrs. Stroh reported on the current scanning, faxing and mobile printing services that the library offers to patrons. She stated the library is looking into upgrading the machines with mini-business stations to be discussed later in the agenda.

Library Statistics

The Board reviewed all the library statistics with interest.

SCLS Board Report

Mrs. Tychnowicz reported to the Board that the SCLS next Board meeting will be on July 21, 2021 and she will have more to report at the August Board meeting. She distributed a Newsday article about Long Island libraries as a vital resource, NYLA policy initiatives and an email from the Director of SCLS stating that the final stages of determining if the Build America's Libraries Act will make it to the Federal Budget.

Old Business

The group discussed the Executive order regarding CDC guidelines for 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 patrons and staff members.

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 patrons and staff members.

FURTHER RESOLVED, that all resolutions of this Board inconsistent with this resolution are hereby rescinded. (Tychnowicz, Winowitch; unanimous)

New Business

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

On the Director's recommendation, the Board approved Andrew Martingale representing the firm of Hamburger, Maxson, Yaffe & McNally, LLP of 225 Broadhollow Road, Suite 301E, Melville, NY 11747, as library attorney at the rate of \$250.00 per hour. (Lohr, Tychnowicz; unanimous)

On the Director's recommendation, the Board approved the appointment of Nawrocki, Smith LLP as Library External Auditor for 2021/2022 at a fee not to exceed \$16,500.00 in accordance with the engagement letter. A separate engagement letter may be issued covering any additional services or fees. (Tychnowicz, Winowitch; unanimous)

On the Director's recommendation, the Board approved the appointment of Janet Fernandez, CPA, as Internal Auditor for 2021/2022 at an annual cost of \$18,500. (Winowitch, Barone; unanimous)

On the Director's recommendation, the Board approved the appointment of Eric Hofmeister as Library Treasurer at the rate of \$400.00 per month. (Barone, Longo; unanimous)

On the Director's recommendation, the Board approved the designation of Dime Community Bank, 898 Veterans Memorial Highway, Suite 560, Hauppauge, NY 11788 and TD Bank, 155 Pinelawn Road, Melville, NY 11747, for savings, certificates of deposit, checking, and money market accounts. (Longo, Tychnowicz; unanimous)

On the Director's recommendation, the Board approved the following institutions as depositories of library funds for the purpose of investment: (1) Dime Community Bank, (2) JP Morgan Chase Bank, NA (3) JP Morgan Chase Investment Services Corp., NA (4) BNY Mellon, (5) Citibank, (6) TD Bank, (7) HSBC Bank USA, (8) Capital One, (9) United States Treasury. (Lohr, Tychnowicz; unanimous)

In accordance with the Procurement Policy, the Board appointed Board members, Diane Longo and Robert Winowitch as authorized signers for the 2021/2022 fiscal year. (Tychnowicz, Winowitch; unanimous)

On the Director's recommendation, the Board approved the appointment of Neely McCahey as records Management Officer (RMO) in compliance with the New York State Department of Education, Office of Cultural Information; New York Archives. (Winowitch, Barone; unanimous)

On the Director's recommendation, the Board approved the following newspapers to be used officially at any time it appears to the advantage of the library to do so: (1) Ronkonkoma Review, (2) Suffolk County News and (3) Long Island Advance (Barone, Longo; unanimous)

On the Director's recommendation, the Board approved the appointment of Denise Scarbeck and Danielle Krause as Innovative Coordinators each receiving a \$1,000.00 stipend. (Longo, Lohr; unanimous)

The Board approved the designated Bills Paid out of Schedule for 2021/2022. (Lohr, Tychnowicz; unanimous)

The Board approved for 2021/2022 payment to the Long Island Railroad be paid with payroll. (Tychnowicz, Winowitch; unanimous)

On the Director's recommendation, the Board approved the bid for electric for the Community Garden Project to CDJ Electric, Inc., at 91 Bridge Road, Hauppauge, NY 11788, in the amount of \$14,300.00 for the repair and the replacement of broken receptacles, conduits and electrical panel and Alternate #1 for a receptacle for the center lawn area. CDJ Electric, Inc. was the lowest bid of the three solicited bids on the project. John Tanzi Architects has reviewed the bids and recommends that the Board award the electrical work to CDL Electric, Inc. (Winowitch, Barone; unanimous)

The group discussed public mini-business stations to be located throughout the library. The upgraded machines are user friendly and will provide many benefits for the patrons.

Other

The next Board Meeting will be held on Tuesday, August 24, 2021 at 5:00 p.m. (Note: the original Board Meeting date was scheduled for August 17, 2021)

Reminder: The PDLA Fundraiser will be held on September 27, 2021.

Correspondence

A letter of retirement from Senior Library Clerk, Anna Ulrich from the Teen Department.

Executive Session

The Board adjourned into Executive Session at 6:35 p.m. to discuss employment histories of a particular people. (Winowitch, Barone; unanimous)

Regular Session resumed at 7:03 p.m.

Personnel Report

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

Adjournment

The meeting was adjourned at 7:04 p.m. (Tychnowicz, Winowitch; unanimous)

Respectfully submitted,

Thomas Lohr