

**SACHEM PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
August 24, 2021
5:00 P.M.**

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

Public Expression/Participation

None

Minutes

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

The minutes of the Executive Session on July 20, 2021 were approved. (Lohr, Winowitch; unanimous)

Treasurer's Report

The Treasurer's Report for July 2021 in the amount of \$7,066,631.34 was approved. (Winowitch, Longo; unanimous)

Payroll and Related Expenses

The Payroll and Related Expenses for July 2021 in the amount of \$600,277.32 were approved. (Longo, Tychnowicz; unanimous)

Payroll Warrant #2 dated July 1, 2021 in the amount of \$21,732.30 was approved. (Tychnowicz, Lohr; unanimous)

Payroll Warrant #3 dated July 8, 2021 in the amount of \$19,759.15 was approved. (Lohr, Winowitch; unanimous)

Payroll Warrant #5 dated July 22, 2021 in the amount of \$143,975.04 was approved. (Winowitch, Barone; unanimous)

The July 2021 Payroll Summary was approved. (Longo, Tychnowicz; unanimous)

Schedule of Bills

The August 24, 2021 Schedule of Bills, warrant #4 in the amount of \$233,034.41 was approved. (Tychnowicz, Lohr; unanimous)

Director's Report

The Board reviewed the Director's report with interest. Ms. McCahey stated that a book recommendation link has been added to the webpage. Patrons can fill out a google form and a librarian will follow-up with finding the next "Good Read". A new marketing campaign, "Date With a Book" will be launched on social media as well as the webpage. It will feature snippets of local politicians and school district faculty to promote the campaign. Ms. McCahey reported to the Board that Sachem Public Library will be hosting the Fall Festival on October 2, 2021. This year the festival will be held in the parking lot and in the Inside/Out. Vendors, food trucks and three bands are scheduled to participate. Politicians and local chambers have been invited. The library will be hosting a Fire Prevention Event on October 8, 2021. The event is co-sponsored with Councilman Kevin LaValle. The Ronkonkoma Fire Department and the Farmingville Fire Department have been invited. The schools will hold a poster contest for the event. SCLS will be sending their new mobile service outlet, the SLED (Suffolk Libraries Empowering Discovery) to attend the event as well. Ms. McCahey stated that the library had been promoting the *Ancestry Library* at programs and usage has skyrocketed. The Brookhaven Town Hall will soon have a library book return bin. Ms. McCahey gave an update on renovations. The Garden Community Project is coming along quite nicely. The pavilion will be delivered in November. The mini-business centers are arriving September 21, 2021. The HVAC unit will be installed in the near future. Ms. McCahey also stated that a new local weekly newspaper approached the library about free advertising.

Assistant Director's Report

The Board reviewed the Assistant Director's report with interest. Mrs. Stroh stated 91 staff members registered for the Summer Reading Club. A weekly prize was given out to all who joined and an ice cream truck had been scheduled throughout the summer. Mrs. Stroh also reported to the Board that the library will add SORA to its digital collection. The Sora app is designed around the modern student reading experience and the Sachem Central School District will be utilizing this digital resource for their students in September. The Trellus delivery service is working out well. They are currently delivering two times a week to assistant living facilities. Connections Homebound deliveries continue to go through the mail.

Library Statistics

The Board reviewed all the library statistics with interest.

SCLS Board Report

Mrs. Tychnowicz distributed a Build American Libraries Act handout. The SCLS Director advises all staff to go on the following link to reach legislators and urge them to include this funding in the budget reconciliation package. (<https://cqrcengage.com/ala/app/write-a-letter?0&engagementId=511327>) Mrs. Tychnowicz reported to Board that the Trustee Handbook Club was created for trustees to read a chapter of the Trustee Handbook and send questions to the

authors who will address the answers at the event. The live events will take place on October 19th, November 16th and December 14th. The events will also be recorded for those who cannot attend. Mrs. Tychnowicz stated that the Annual Legislative Breakfast will be held in October. Mrs. Tychnowicz also reported to the Board that she recently visited the Longwood Library.

Old Business

None

New Business

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

The Board approved the Sachem Public Library Closings for 2022. (Tychnowicz, Lohr; unanimous)

On the Director's recommendation the Board approved the annual maintenance agreement for the heating, ventilation and air conditioning systems with Thermal Solutions, P.O. Box 12066, Hauppauge, NY 11788 for a total contract price of \$10,420.00 effective September 1, 2021 through August 31, 2022. The Library is contracted to pay four installment payments of \$2,605.00. (Lohr, Winowitch; unanimous)

The Board reviewed all pages and the accompanying documents for State Aid for the Library Construction Program Assurances. The application was completed and the documents for the public library construction grant will be administered in accordance with the requirements of the Education Law §273-a and Commissioner's Regulations §90.12 was read and duly adopted by the Board of Trustees at the Sachem Public Library after a revision. The document should have read: completed date of January 2022 not completed date of January 2021. (Winowitch Barone; unanimous)

The President of the Board, Marguerite Barone, authenticated the application and supporting documents by signing the application at the Board Meeting on August 24, 2021.

On the Director's recommendations the Board approved the following Designation of Funds Resolution:

WHEREAS pursuant to an architectural/engineering proposal dated March 22, 2021 Sachem Public Library shall construct a Community Garden area within the current Inside/Out Garden at 150 Holbrook Road Holbrook, NY; and

WHEREAS it is the intention of the Board of Trustees that this Community Garden will increase the library's Programming Space and help the library's patrons learn about indigenous plants, Sustainable Gardening Techniques and grow food to help with food insecurity; and

WHEREAS the Board of Trustees wishes to designate and set aside the fund from which the purchase and installation expenses will be paid.

NOW THEREFORE, be it resolved that, subject to further resolution of the Board of Trustees, the cost to construct a Community Garden inside the Inside/Out Garden, shall be paid from the Building Alterations Line in the 2020/2021 Budget and the Building Alterations Line in the 2021/2022 Budget and /or the Fund Restricted for Capital

Improvements. (Longo, Tychnowicz; unanimous)

On the Director's recommendations the Board approved the following two SEQRA Resolutions for the Proposed Exterior Garden Renovation at the Sachem Public Library
TYPE II Action:

WHEREAS, the Board of Trustees of the Sachem Public Library (the "Board of Trustees") is proposing to renovate an exterior garden at the Sachem Public Library, located at 150 Holbrook Road in the Hamlet of Holbrook, Town of Brookhaven, New York (hereinafter the "proposed action"); and

WHEREAS, the Board of Trustees has retained VHB Engineering, Surveying, Landscape Architecture and Geology, P.C., to review the proposed action, the State Environmental Quality Review Act and its implementing regulations at 6 NYCRR Part 617, and to make a recommendation to the Board of Trustees as to the proper classification of the proposed action; and

WHEREAS, the proposed action at Sachem Public Library specifically includes the renovation and alteration of an exterior garden, including irrigation and drainage improvements, installation of flagstone paving and wood fiber walking surfaces, removal or relocation of existing trees and plantings, and the installation of several small structures including pergolas, an arbor, a pavilion, a storage shed and raised garden beds; and

WHEREAS, pursuant to 6 NYCRR §§ 617.5(c) (2) and (10) of the implementing regulations of the State Environmental Quality Review Act, the "replacement, rehabilitation or reconstruction of a structure or facility, in kind, on the same site, including upgrading buildings to meet building, energy, or fire codes..." and "routine activities of educational institutions, including expansion of existing facilities by less than 10,000 square feet of gross floor area..." are Type II actions;

THEREFORE, BE IT RESOLVED, that the Board of Trustees, as lead agency, after review of the action proposed at Sachem Public Library, 6 NYCRR §617.5, and the opinion provided by VHB Engineering, Surveying, Landscape Architecture and Geology, P.C., hereby determines that the proposed action is a Type II Action pursuant to 6 NYCRR §§ 617.5(c)(2), and (10) of the implementing regulations of the State Environmental Quality Review Act, and will, therefore, by definition, have no significant adverse impacts on the environment. (Tychnowicz, Longo; unanimous)

Other

The next Board Meeting will be held on Tuesday, September 21, 2021 at 5:00 p.m.

A retirement celebration will be held on Monday, September 27, 2021, 2:00–4:00 p.m.

The Director reminded the Board that the PDLA Fundraiser will be held on Monday, September 27, 2021.

Correspondence

The Board read the letters of retirement with interest.

Executive Session

The Board adjourned into Executive Session at 5:40 p.m. to discuss employment histories of particular people. (Winowitch, Barone; unanimous)

Regular Session resumed at 6:08 p.m.

Personnel Reports

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

The Personnel Report for the 2021 Retirement Incentive was approved. (Lohr, Barone; unanimous)

Adjournment

The meeting was adjourned at 6:14 p.m. (Barone, Longo; unanimous)

Respectfully submitted,

Thomas Lohr