

**SACHEM PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
SEPTEMBER 21, 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 Marguerite Barone reviewed all warrants with the Director before having them presented to the Board for their approval.

The meeting was called to order at 5:05 p.m.

The meeting began with a pledge of allegiance.

The Board adopted the agenda. (Longo, Tychnowicz; unanimous)

Public Expression/Participation

None

Librarian III, Kelly Sulima gave a presentation on the results of the Community Engagement Team's involvement with the schools during summer. The team had three programs participating with grades from kindergarten through 8th grade.

Minutes

The Board approved the Minutes of the Regular Board Meeting on September 21, 2021. (Lohr, Winowitch; unanimous)

The minutes of the Executive Session on September 21, 2021 were approved. (Winowitch, Barone; unanimous)

Treasurer's Report

The Treasurer's Report for August 2021 in the amount of \$7,217,807.52 was approved. (Barone, Tychnowicz; unanimous)

Payroll and Related Expenses

The Payroll and Related Expenses for August 2021 in the amount of \$550,871.22 was approved. (Tychnowicz, Longo; unanimous)

Payroll Warrant #6 dated August 5, 2021 in the amount of \$16,059.51 was approved. (Longo, Lohr; unanimous)

Payroll Warrant #7 dated August 19, 2021 in the amount of \$134,205.94 was approved. (Tychnowicz, Barone; unanimous)

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

Schedule of Bills

The September 21, 2021 Schedule of Bills, warrant #8 in the amount of \$176,106.32 was approved. (Tychnowicz, Longo; unanimous)

Director's Report

The Board reviewed the Director's report with interest. Ms. McCahey reported to the Board that the application for the Suffolk County Marketing Award has been submitted. Ms. McCahey reported to the Board that the Ronkonkoma Civil Organization meeting topics of interest included that the police were increasing their efforts to stop vandalism at Raynor Park and they are working on plans for sewer funding for Hawkins Avenue. The Holbrook Chamber of Commerce clean-up day went very well. She also stated that she attended an event on behalf of former Trustee, Dennis Flavin at Belmont State Park. Ms. McCahey stated that SCLS had assigned Sachem Public Library a mentor for green certification. The process will take approximately 18 months. Ms. McCahey was happy to announce that the "Find Your Next Good Read" campaign had launched. A video clip was displayed for the Board to view of Principal, Matthew Wells of Cayuga Elementary School. He and the Children's Department Head featured in "Find Your Perfect Match." Ms. McCahey stated that the Studio is waiting for two more proposals to come in for the engraving machine. The Community Garden is finishing up on its final steps of completion. An additional arbor will be purchased and will be installed in the next few weeks. The pavilion is still scheduled to be installed in November.

Assistant Director's Report

The Assistant Director reported to the Board the Library has embarked on ALA's Sustainable Libraries Initiative certification process. Over the next 12 to 18 months the library will be looking at current practices and committing to environmental stewardship, economic feasibility and social equity. The library has been already doing quite a few practices already. The group discussed the possibility of electric vehicle charging stations in the Sachem Public Library parking lot.

Library Statistics

The Board reviewed all the library statistics with interest. Mrs. Stroh noted an increase of statistics in many of the areas on the report.

SCLS Board Report

Mrs. Tychnowicz reported to the Board that the SCLS Director had 20 grant applications for approximately \$15 million and the construction aide was only approximately \$2 million.

Old Business

The Board discussed the revision of the Designated Spaces Policy and a motion will be made at next month's Board meeting.

The Board discussed the revision of the Studio Policy (originally known as the Tutorial Policy) and a motion will be made at next month's Board meeting.

New Business

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

On the Director's recommendation the Board approved a contract with CCP Solutions, for a lease agreement containing 2 copiers (black & white/color) and 2 mini business stations (copy, fax, scan, wireless printing) as well as electronic payment machines for public use. The lease agreement is estimated to be \$936.00/month, \$11,232/year. The payment will be made to CIT 21146 Network Place, Chicago, IL 60673-1211. (Lohr, Winowitch; unanimous)

On the Director's recommendation the Board adopted the following resolution:

ACTIONS TAKEN AND RESOLUTIONS ADOPTED BY CONSENT

Of the Board of Trustees, Sachem Public Library

The undersigned, being an authorized representative of the Sachem Public Library, hereby adopt the following Resolution by unanimous consent and direct that this Consent Resolution be entered in the minute books of the Corporation.

RESOLVED, that the Amendment to the Sachem Public Library Flexible Benefits Plan (the Amendment) is hereby approved and adopted, and that an authorized representative of the Employer is hereby authorized and directed to execute and deliver to the Administrator of the Plan one or more counterparts of the Amendment. The undersigned further certifies that attached hereto is a copy of the Amendment approved and adopted in the foregoing resolution.

This Amendment to the Sachem Public Library Flexible Benefits Plan Benefits Plan is adopted by SACHEM PUBLIC LIBRARY (the "Employer"), effective as of the date set forth herein.

WHEREAS the Employer desires to amend the Plan's Sachem Public Library Flexible Benefits Plan information as set forth.

NOW, THEREFORE, effective September 21, 2021 SACHEM PUBLIC LIBRARY has amended their Plan to temporarily adopt the selected election changes outlined below through December 31, 2020:

a. Section 125

- Make a new election to participate in employer-sponsored health coverage if the employee initially declined to elect employer-sponsored health coverage
- Revoke an existing election for employer-sponsored health insurance coverage and make a new election to enroll in different health coverage provided by that employer (including changing enrollment to add otherwise-eligible dependents to the coverage prospectively)

b. Healthcare Flexible Spending Account (HFSA)

- Revoke an election, make a new election, or increase or decrease an election to an FSA

c. Dependent Care Flexible Spending Account (DCFSA)

- Revoke an election, make a new election, or increase or decrease an election to a DCFSA

Note: HFSA and DCFSA mid-year election changes will be limited to amounts no less than amounts already reimbursed or year-to-date contributions.

IN WITNESS WHEREOF, and as evidence of the adoption of the Amendment set forth herein, the undersigned officer of SACHEM PUBLIC LIBRARY has executed this Amendment to the Plan, this 1 day of October, 2020.

AMENDMENT TO THE SACHEM PUBLIC LIBRARY BENEFITS PLAN signed by Director, Neely McCahey on September 21, 2021. (Winowitch, Tychnowicz; unanimous)

Other

The next Board Meeting will be held on Tuesday, October 19, 2021 at 5:00 p.m.

The Director reminded the Board of a Retirement Celebration that will be held on Monday, September 27, 2021.

The Director reminded the Board of the PLDA Fundraiser on Monday, September 27, 2021. An Annual Legislative Breakfast will be held on October 1, 2021, 9:00 a.m.

A Luncheon for the Friends 35th Anniversary will be held on October 14, 2021.

The group had discussed dedicating the new community garden to former Trustee, Carol Paulsen.

Executive Session

The Board adjourned into Executive Session at 5:59 p.m. to discuss employment history of a particular person. (Winowitch, Tychnowicz; unanimous)

Regular Session resumed at 6:19 p.m.

Personnel Report

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

Correspondence:

A letter of retirement was received from John Cox.

A letter of resignation was received from Carol Castagnaro.

Adjournment

The meeting was adjourned at 6:28 p.m. (Barone, Tychnowicz; unanimous)

Respectfully submitted,

Thomas Lohr