

**SACHEM PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
MAY 16, 2022 - 5:00 P.M.
AGENDA**

1. Call to Order
2. A Pledge of Allegiance
3. Adoption of the Agenda **(Motion)**
4. Public Expression/Participation
5. Approval of Minutes of the Regular Board Meeting on April 19, 2022 **(Motion)**
6. Approval of Minutes of the Executive Session on April 19, 2022 **(Motion)**
7. Approval of Minutes of the Additional Board Meeting on April 26, 2022 **(Motion)**
8. Approval of Minutes of the Executive Session for the Additional Meeting on April 26, 2022 **(Motion)**
9. Approval of Treasurer's Report, April 2022 **(Motion)**
 - A. Approval of Payroll Expense Report, April 2022 **(Motion)**
 - B. Approval of Payroll Warrants: #34 **(Motion)**, #35 **(Motion)**, #37 **(Motion)**
 - C. Approval of Payroll Summary, April 2022 **(Motion)**
 - D. Approval of Bills: Warrant #36, May 2022 **(Motion)**
10. Reports
 - A. Director's Report
 - B. SCLS Board Report, Susan Tychnowicz
11. Old Business
12. New Business
 - A. Disposal of Equipment **(Motion)**
 - B. Approval of a Payment to Morrell Printing **(Motion)**
 - C. Approval of Landscaping Services for the 2022 Season **(Motion)**
 - D. Approval of Adobe License Renewal **(Motion)**
 - E. Transfer of Fund Balance **(Motion)**
 - F. Approval of Inside/Out Lighting Service Contract **(Motion)**
 - G. Approval Entrance Lighting and Color Changing System in the Inside/Out Project **(Motion)**
 - H. Approval of Community Garden Lighting Project **(Motion)**
 - I. Approval of Front Entrance Architectural Services **(Motion)**
 - J. Approval of Non-Slip Decking for Discover Grove **(Motion)**
 - K. Approval of Fibar Mulch for Discovery Grove **(Motion)**
13. Other
 - A. Grand Opening of Community Garden and Former Trustee, Carol Paulsen Dedication – June 9, 2022 – 2:30 - 4 p.m.
 - B. Next Board Meeting – Tuesday, June 21, 2022 at 5:00 p.m.
14. Executive Session (as needed) **(Motion)**
15. Personnel Report **(Motion)**
16. Adjournment **(Motion)**

**SACHEM PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
April 19, 2022
5:00 P.M.**

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

Diane Longo and Thomas Lohr informed the trustees that they would not be available for the April 19, 2022 Board meeting and were formally excused.

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 5:01 p.m.

The meeting began with a pledge of allegiance.

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

Public Expression/Participation

None

Presentation:

Librarian I, Kelly Furnari in the Teen Department gave a library sustainability presentation to the Board of Trustees. Librarian III, Laura Panter in the Teen Department attended the Board meeting as a guest. The presentation focused on the library's latest initiative to become a sustainability organization. It will be made up of three pillars: the economy, society, and the environment.

Minutes

The minutes of the Sachem Public Library Annual Budget Hearing on March 22, 2022 were approved. (Winowitch, Barone; unanimous)

The Board approved the Minutes of the Regular Board Meeting on March 22, 2022. (Barone, Tychnowicz; unanimous)

Treasurer's Report

The Treasurer's Report for March 2022 in the amount of \$6,878,273.89 was approved. (Tychnowicz, Winowitch; unanimous)

Payroll and Related Expenses

The Payroll and Related Expenses for March 2022 in the amount of \$671,882.61 were approved. (Winowitch, Barone; unanimous)

Payroll Warrant #30 dated March 3, 2022 in the amount of \$14,071.50 was approved. (Barone, Tychnowicz; unanimous)

Payroll Warrant #31 dated March 17, 2022 in the amount of \$116,580.94 was approved. (Tychnowicz, Winowitch; unanimous)

Payroll Warrant #33 dated March 31, 2022 in the amount of \$14,629.06 was approved. (Winowitch, Barone; unanimous)

The March 2022 Payroll Summary was approved. (Tychnowicz, Winowitch; unanimous)

Schedule of Bills

The April 19, 2022 Schedule of Bills, warrant #32 in the amount of \$218,835.73 was approved. (Winowitch, Tychnowicz; unanimous)

Director's Report

The Board reviewed the Director's report with interest.

To her report, Ms. McCahey informed the Board that the newly resized newsletter has been mailed to community residents. Ms. McCahey gave an update on building renovations. The fencing on the northside of the building will need to be replaced. A discussion took place on what type of material the new fence should use or to possibly install plantings the area. The Inside/Out has been closed to community members to insure a healthy grow for the center lawn. Community Garden programming still continues. The staff lounge has a leak from a skylight and will need to be replaced or repaired. Power washing has been completed to the exterior of the building. The pillars on the southside of the building will be painted. There will be a bid for a Discovery Grove toddler area project. Ms. McCahey informed the Board about a patron who was left in the building after closing.

Assistant Director's Report

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

Mrs. Stroh reported to the Board on sustainable library initiative. She reviewed the library's usage of natural gas, elective and bills from the last two years. This information will be

used to assess the library's carbon footprint and will be used as a base to conduct audits on where and how improvements can be utilized through the library's usage and practices.

Library Statistics

The Board reviewed all the library statistics with interest.

SCLS Board Report

Mrs. Tychnowicz distributed a handout on the state budget regarding libraries. Mrs. Tychnowicz informed the Board of the latest SCLS Outreach programs; such as, Libraries Nourish Initiative, Veterans Suicide Prevention and Hunger Solutions.

Old Business

The Board accepted the passed Budget Vote and Trustee Election results. (Barone, Tychnowicz; unanimous) The Board congratulated Robert Winowitch on his re-election as Library Trustee. The vote results were 240 to 66.

New Business

The Disposal of Equipment was approved. (Winowitch, Barone; unanimous)

On the Director's recommendation, the Board approved the payment in the amount of \$973.50 to Island Empanada at 601 Portion Road, Ronkonkoma, NY 11779 to be paid the first check run at beginning of the month (April 2022). Island Empanada is requiring a payment in full when they complete their services on April 8, 2022 for providing a food truck for staff after the budget vote. The Board also approve the payment in the amount of \$2,933.60 (50% deposit) to Morrell Printing and Design at 1717-A North Ocean Avenue, Medford, NY 11763 to be paid the first check run at beginning of the month (April 2022). Morell Printing can be begin to process the order for event tents until the 50% deposit is received. (Tychnowicz, Winowitch; unanimous)

On the Director's recommendation, the Board approved the appointment of Nawrocki, Smith LLP as the Library External Auditor for Fiscal Year ending June 30, 2022. In accordance with their engagement letter, Nawrocki, Smith LLP will conduct the audit of the Library's financial statements at a fee not to exceed \$16,500.00. (Winowitch, Barone; unanimous)

Other

On the Director's recommendation the Board approved to reschedule the May Board meeting from May 17, 2022 to May 16, 2022. (Barone, Tychnowicz; unanimous) This year there will be Spring Advocacy Day in Albany that is scheduled on May 17, 2022 and will interfere with the regular scheduled Board meeting.

A grand opening event of the Community Garden ceremony and memorial for former Trustee, Carol Paulson will be held in the Inside/Out on June 9, 2022 from 2:30-4:00 p.m.

Executive Session

The Board adjourned into Executive Session at 5:51 p.m. to discuss employment history of a particular person and to discuss collective negotiations pursuant to article fourteen of the Civil Service Law. (Tychnowicz, Winowitch; unanimous)

Regular Session resumed at 6:23 p.m.

Personnel Report

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

Correspondence

A letter from Nawrocki Smith LLP was received.

Adjournment

The meeting was adjourned at 6:24 p.m. (Tychnowicz, Winowitch; unanimous)

Respectfully submitted,

Thomas Lohr

**SACHEM PUBLIC LIBRARY
BOARD OF TRUSTEES
EXECUTIVE SESSION**

April 19, 2022

The Board adjourned into Executive Session at 5:51 p.m. to discuss employment history of a particular person and to discuss collective negotiations pursuant to article fourteen of the Civil Service Law. (Tychnowicz, Winowitch; unanimous)

The Executive Session ended at 6:23 p.m. (Winowicth, Tychnowicz; unanimous)

Respectfully submitted,

Thomas Lohr

**SACHEM PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING**

**April 26, 2022
Additional Meeting
4:30 P.M.**

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

The meeting was called to order at 4:30 p.m.

The meeting began with a pledge of allegiance.

The Board adopted the agenda with a change to add a Personnel Report to the agenda. (Tychnowicz, Lohr; unanimous)

Public Expression/Participation

None

New Business

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

Other

The next Board Meeting will be held on Monday, May 16, 2022 at 5:00 p.m.

Executive Session

The Board adjourned into Executive Session at 4:32 p.m. to discuss employment history of a particular person. (Winowitch, Barone; unanimous)

Regular Session resumed at 5:03 p.m.

Personnel Report

The Personnel Report was approved. (Winowitch, Lohr, Longo, Tychnowicz)

Adjournment

The meeting was adjourned at 5:05 p.m. (Winowitch, Tychnowicz; unanimous)

Respectfully submitted,

Thomas Lohr

**SACHEM PUBLIC LIBRARY
BOARD OF TRUSTEES
EXECUTIVE SESSION
Additional Meeting**

April 26, 2022

The Board adjourned into Executive Session at 4:32 p.m. to discuss employment history of a particular person. (Winowich, Barone; unanimous)

The Executive Session ended at 5:03 p.m. (Barone, Longo; unanimous)

Respectfully submitted,

Thomas Lohr

SACHEM PUBLIC LIBRARY
BUDGET STATUS REPORT
FY 2021/2022

APRIL 30, 2022

	APPROPRIATION		EXPENDITURES		BALANCE	%
<u>MATERIALS</u>						
Books	\$ 240,607.00		\$ 116,715.32		\$ 123,891.68	49%
Digital Resources	\$ 338,010.00		\$ 367,668.87		\$ (29,658.87)	109%
Media	\$ 140,579.00		\$ 45,710.11		\$ 94,868.89	33%
Periodicals	\$ 20,605.00		\$ 19,627.58		\$ 977.42	95%
<u>BUILDING</u>						
Building Alterations	\$ 258,624.00		\$ 200,849.32		\$ 57,774.68	78%
Computer Equipment	\$ 179,755.00		\$ 81,579.48		\$ 98,175.52	45%
Equipment	\$ 87,094.00		\$ 89,426.79		\$ (2,332.79)	103%
Hawkins Ave Property Upkeep	\$ 1,000.00		\$ 477.00		\$ 523.00	48%
<u>SUPPLIES</u>						
Custodial Supplies	\$ 28,000.00		\$ 20,376.08		\$ 7,623.92	73%
Office Supplies	\$ 134,335.00		\$ 67,759.26		\$ 66,575.74	50%
<u>SALARIES</u>						
Clerical, Full Time	\$ 1,135,607.00		\$ 1,056,103.32		\$ 79,503.68	93%
Clerical, Part Time	\$ 613,166.00		\$ 486,321.53		\$ 126,844.47	79%
Custodial	\$ 321,262.00		\$ 247,901.48		\$ 73,360.52	77%
Professional	\$ 3,388,749.00		\$ 2,816,265.36		\$ 572,483.64	83%
<u>UTILITIES</u>						
Electricity	\$ 130,000.00		\$ 102,238.52		\$ 27,761.48	79%
Gas	\$ 20,000.00		\$ 17,800.54		\$ 2,199.46	89%
Water	\$ 4,000.00		\$ 3,413.30		\$ 586.70	85%
<u>CONTRACTS</u>						
Cleaning & Exterminating	\$ 9,900.00		\$ 2,285.00		\$ 7,615.00	23%
Equipment Maintenance	\$ 116,160.00		\$ 57,988.51		\$ 58,171.49	50%
SCLS-PALS	\$ 52,232.00		\$ 52,110.96		\$ 121.04	100%
Membership	\$ 6,322.00		\$ 3,656.99		\$ 2,665.01	58%
Professional & Technical	\$ 110,924.00		\$ 75,834.27		\$ 35,089.73	68%
Refuse Removal	\$ 5,724.00		\$ 4,536.12		\$ 1,187.88	79%
Security Personnel	\$ 112,000.00		\$ 75,285.11		\$ 36,714.89	67%
Suffolk Cooperative Library Sys.	\$ 114,922.00		\$ 57,995.00		\$ 56,927.00	50%
<u>LIBRARY OPERATION</u>						
Insurance	\$ 83,440.00		\$ 82,892.45		\$ 547.55	99%
Postage	\$ 37,275.00		\$ 27,114.11		\$ 10,160.89	73%
Printing & Publicity	\$ 70,832.00		\$ 58,296.10		\$ 12,535.90	82%
Professional Development	\$ 20,000.00		\$ 12,155.50		\$ 7,844.50	61%
Programs	\$ 340,000.00		\$ 233,928.19		\$ 106,071.81	69%
Telecommunications	\$ 49,940.00		\$ 66,253.69		\$ (16,313.69)	133%
Vehicle Maintenance	\$ 1,480.00		\$ 111.72		\$ 1,368.28	8%
<u>MANDATED EXPENSES</u>						
Dental Insurance	\$ 43,115.00		\$ 28,452.16		\$ 14,662.84	66%
Health Insurance	\$ 1,385,980.00		\$ 1,009,648.26		\$ 376,331.74	73%
New York State Retirement	\$ 848,819.00		\$ 680,646.00		\$ 168,173.00	80%
Social Security	\$ 407,214.00		\$ 337,054.34		\$ 70,159.66	83%
Unemployment Insurance	\$ 3,000.00		\$ 4,421.64		\$ (1,421.64)	147%
Worker's Compensation	\$ 45,967.00		\$ (12,156.76)		\$ 58,123.76	-26%
Other Contractual Benefits:	\$ 52,488.00		\$ 45,915.11		\$ 6,572.89	87%
Disability Insurance	\$ 6,884.00		\$ 5,897.40		\$ 986.60	
EAP	\$ 4,930.00		\$ 4,505.00		\$ 425.00	
Life Insurance	\$ 2,268.00		\$ 1,636.20		\$ 631.80	
Long Term Care	\$ 16,051.00		\$ 10,895.18		\$ 5,155.82	
Long Term Disability	\$ 13,679.00		\$ 16,250.13		\$ (2,571.13)	
Vision Insurance	\$ 8,676.00		\$ 6,731.20		\$ 1,944.80	
TOTAL	\$ 10,959,127.00		\$ 8,644,658.33		\$ 2,314,468.67	79%

Director's Report- May 2022

Correspondence/Donations:

- Senator Alexis Weik came in for a tour and to deliver the latest copy of the NYS Red Book. She sent Kristen and I a thank you.
- A mom from the Sachem North Boys Lacrosse program sent a thank you along for the help she received from our Studio Team.
- Patrons left a message for me complimenting the Walking Tour of the Arboretum they attended, hats off to Ally and Allison for the continued success of their walking tour programs.

Programming and Publicity:

- The graduation buttons for the elementary walk throughs are complete, each button will be branded with a "made by Sachem Public Library" sticker.
- Hofstra University Museum of Art, Long Island Explorium and Raynham Hall Museum have been added to the library's print on demand options.
- SPL has also added the Long Island Science Center to our discounted ticket offerings.
- Over 1,000 new emails were added to our distribution list. And over 105,000 unique emails opened up our email blasts last month.
- Invitations to the dedication of the Community Garden have gone out.
- Tech services boxed up discarded newspapers to donate to local animal rescues.
- We had a student in our Citizenship class pass the exam and a couple of people from across the globe find, and join our English Conversation Group.
- Dana reported that she received a number of thank yous for our hosting the inclusion fair.
- FHCOC has asked that we provide them a business resource for them to highlight to their membership on a monthly basis, due to the success of Gerry Foudy's presentation.
- Winter Reading Club wrap of movie, Inclusion Fair, Job Fair, SachemCON thankfully all returned in person.
- Mutt-i-grees partnered with Brookhaven Town for a tour of the Animal Shelter.
- Staff participated in the Career fair at Sachem North last month and saw around 850 students.
- Discovery Grove celebrated the 150th anniversary of Arbor Day, 95 patrons participated and received a white spruce seedling and Lisa was able to get from NYS Dept. of Environmental Conservation. She applied for the program back in January.
- Marybeth was featured on ALSC's blog with a piece about challenged materials.
- Our mobile food pantry assisted 20 families last month.
- Our first Literary Magazine ran by Christine Latham and Sarah Neil had 90 entries.

Building and Grounds:

- Gallery system has been installed in the community rooms and the library has purchased display panels to increase and improve our ability to exhibit art.
- The building has been soft washed and we plan to have some painting done outside.
- Robert coordinated tree removal for the Historical Society.
- The new phone system has been installed. We are working through a learning curve.

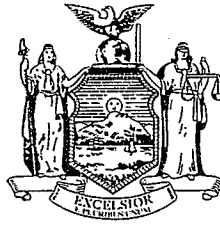
Technology:

- Teens was finally able to secure a new Xbox series gaming system, still waiting on a PS5.
- Studio has received the final component for the Boss Laser engraver. Training will begin soon.
- Children's Studio has revamped and reintroduced the Tech Tubs in the department.
- Patron services has been working to simplify the collection of monthly circulation stats.
- Denise is working on enhancements of the library's mobile app.

Meetings:

- 4/5 Met with Sue Lyons to review the Main Office reconfiguration.
- 4/5 & 12 Think Tank meetings.
- 4/6 Hosted the FHCOC meeting.
- 4/7 Holbrook COC meeting.
- 4/12 & 26th Manager's Meetings
- 4/13 Advisory Committee meetings at SCLS.
- 4/14 Friends meeting and Tour with Senator Weik.
- 4/26, 27 & 28 Interviews, 4/26 BCCC Awards.
- 4/27 met with Staff member.
- 4/29 Sustainability meeting.

THE SENATE
STATE OF NEW YORK



ALEXIS WEIK
SENATOR, 3RD DISTRICT

Ranking Minority Member
Budget and Revenue
Social Services

Committees
Civil Service and Pensions
Education
Veterans, Homeland Security
and Military Affairs
Women's Issues

Albany Office

Legislative Office Bldg.
Room 413
Albany, NY 12247
Phone: (518) 455-2950
Fax: (518) 426-6781

District Office

90-B West Main Street
Pachogue, NY 11772
Phone: (631) 360-3356
Fax: (631) 289-1035

Email

weik@nysenate.gov

April 2022

Dear Director Neely McCahey and Assistant Director Kristen Stroh,

Thank you for hosting me recently at the Sachem Public Library to present the New York State Red Book.

The Sachem Public Library is truly magnificent, and the programs the library offers are just as amazing. The two outdoor spaces are an incredible addition to the library.

I have enclosed a memento of my visit, along with my very best wishes. If there is anything I can do in the future, please do not hesitate to reach out.

Sincerely,

A handwritten signature in black ink that reads "Alexis Weik".

Senator Alexis Weik

Design Assistance

 Lori Meoni <lorimeoni@gmail.com>

Thu 4/28/2022 6:51 PM

To: Neely McCahey <Neely.McCahey@SachemLibrary.org>

Hello. I wanted to reach out to relay what a positive experience we recently had with the design department. We are on the Sachem North Boys Lacrosse Board and we recently had the 17 senior posters done and Dan helped us. He was so amazing to work with. He had so much patience and took his time creating the perfect posters. When we picked them up he took time with us to review it and package it carefully so they wouldn't be damaged. He was a delight to work with so we just wanted to pass this along as we really appreciated all of his help and hard work for a super quick turnaround also.

Sincerely

Lori Meoni

Sachem North Boys Lacrosse Club

ALSC Blog (<https://www.alsc.ala.org/blog/>)

Pursuing excellence for library service to children

Blogger Intellectual Freedom Committee (<https://www.alsc.ala.org/blog/category/bloggers/blogger-intellectual-freedom-committee/>)

BOOK CHALLENGES: UPDATE YOUR GAME PLAN!

May 10, 2022 (<https://www.alsc.ala.org/blog/2022/05/book-challenges-update-your-game-plan/>) | ALSC Intellectual Freedom committee (<https://www.alsc.ala.org/blog/author/intellectual-freedom-committee/>)

It doesn't take a librarian to notice the surge in news stories about book challenges in public and school libraries, disputed materials vanishing from shelves and librarians getting fired. The stories are everywhere, but are you ready if this happens to *you*? Let's flip a popular catchphrase to show that "sometimes the best offense is a good defense."

Questions to Ask Yourself



**Sachem
Public
Library**

(<https://www.sachemlibrary.org/>)

1. When was the last time your library's materials challenge form was revised?

Check that the language reflects current policies and revise if needed to close

Bookshelves: The public library work for Sachem Public Library

100 photos. The public library I work for, Sachem Public Library

(<https://www.sachemlibrary.org/>) in New York State, serves a suburban district of more than 80,000 and has a form you can use as an example

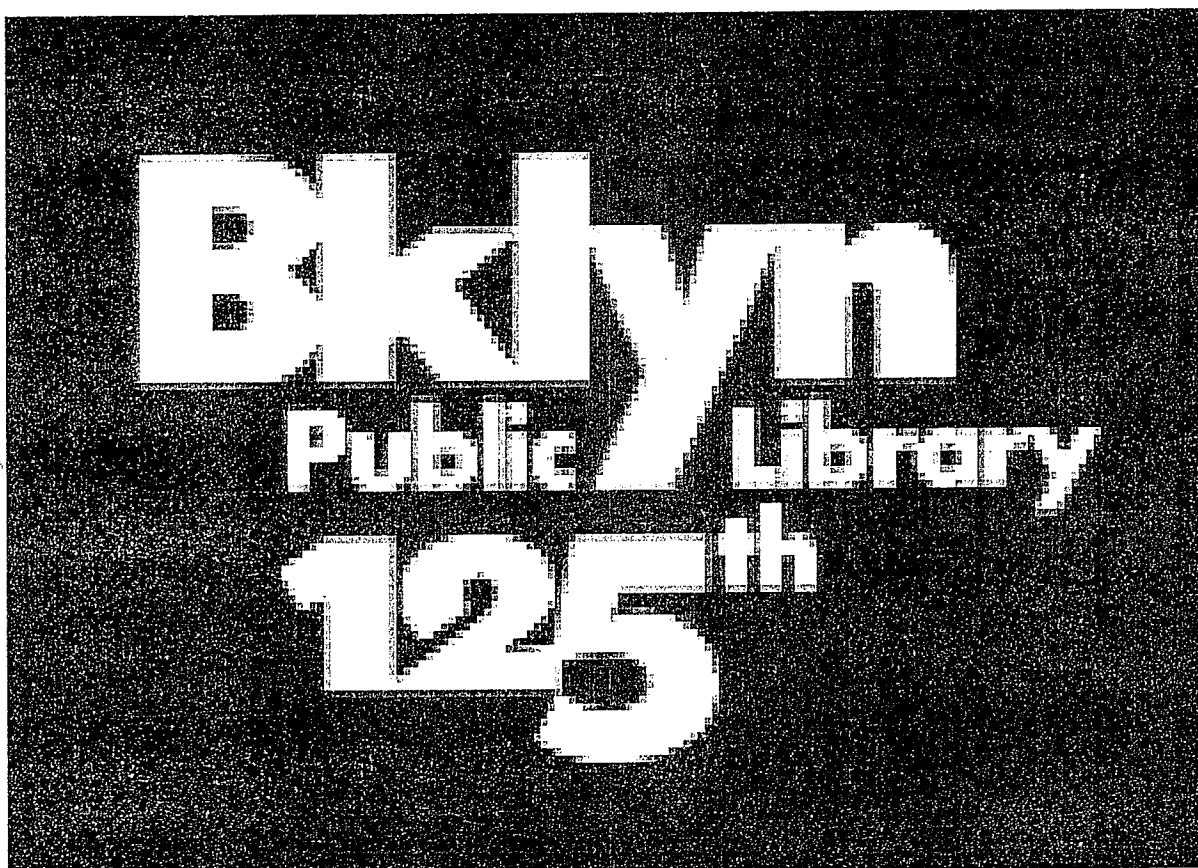
(https://www.sachemlibrary.org/wp-content/uploads/2018/01/Statement_of_Concern_form_rev_01_16_18.pdf). It's available from the Library's main page toolbar, under an "Applications" heading, viewable after two mouse clicks.

2. How easy is this form for your patrons to find?

If it's available in-person only, why? If it's available online, is it in a user-friendly location?

To discover information that's currently being provided, I looked at the websites of a wide variety of libraries from across the country. I found that many only have this form available in-person, not online. This may deter some patrons but could also inconvenience and provoke others leading to a "mad on arrival" situation between staff and patron. If the form is online, the challenge can be made without the patron being required to physically come in to the building.

Provide Your Selection Philosophy



(<https://www.bklynlibrary.org/>)

The same library website search revealed that many libraries do not make readily

available a statement regarding materials selection. Consider Brooklyn Public Library's (<https://www.bklynlibrary.org/>) approach, which can be easily found by entering the words "challenged materials" in the main page search box and includes their specific Materials Selection Policy (<https://www.bklynlibrary.org/use-the-library/policy/materials-selection>) along with links to several ALA statements including challenged resources, freedom to read and labeling systems.

Pairing your library's challenged materials form with your selection philosophy won't avoid challenges altogether, but such transparency might stop a challenge before it happens!

The Human Element – Staff Training

Train library staff how to handle an in-person materials challenge *before* they happen. I've often found that a situation with an angry patron can be diffused simply by listening. Staff should sympathize, listen, express understanding, offer other materials. It doesn't always work, but there are times that connecting, person-to-person, has de-escalated a tense situation.

If your library is coping with challenges from a large group, gain invaluable insights from a recent blog post titled "Grassroots 101: How to Save Your Library from Organized Censorship" (<https://www.alsc.ala.org/blog/2021/11/grassroots-101-how-to-save-your-library-from-organized-censorship/>) written by my IF Committee colleague, Julia Nephew

Disposal of Equipment

May 16, 2022

A motion is needed to dispose of the following equipment that is obsolete, no longer usable or unable to be repaired:

The Following Was Disposed:		
12	Metal Café Chairs	Refuse

Respectfully submitted,



Neely McCahey

Board Authorization for Payment

May 16, 2022

I recommend the Board approve the payment in the amount of \$3,254.86 (50% deposit) to Morrell Printing and Design at 1717-A North Ocean Avenue, Medford, NY 11763 to be paid the first check run at beginning of the month (May 2022). Morell Printing will begin to process the purchase order 29247 when the 50% deposit is received.

Respectfully submitted,

A handwritten signature in cursive script that reads "Neely McCahey".

Neely McCahey

Approval of Landscaping Services

May 16, 2022

I recommend the Board approve the service lawn contract for the 2022 season (April-November) to GBT Construction Corp., Inc. dba Deck & Patio Company, 635 Pulaski Road, Greenlawn, NY 11740 for the amount of \$19,553.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Neely McCahey".

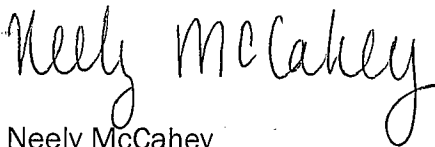
Neely McCahey

Approval of Adobe Subscription

May 16, 2022

I recommend to the Board of Trustees to approve 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 \$26,569.68 for a three-year commitment to be billed annually.

Respectfully submitted,

A handwritten signature in black ink that reads "Neely McCahey". The signature is written in a cursive style with a large, looping "N" and "M".

Neely McCahey
Director

Recommendation of Transfer of Funds

May 16, 2022

Upon careful review by the Library's Internal Auditor, I recommend the Board of Trustees of the Sachem Public Library make a resolution to transfer funds between the following budget lines:

\$114,500 to be transferred from:

\$43,000 from Books

\$40,000 from Media

\$25,000 from Programs

\$6,500 from Professional & Technical-Accounting

\$114,500 to be transferred into:

\$40,000 into Digital Resources

\$30,000 into Clerical-Full Time

\$28,500 into Telecommunications

\$7,500 into Long Term Disability

\$6,500 into Professional & Technical-Webpage

\$2,000 into Unemployment

Respectfully submitted,



Neely McCahey

Director

BOARD AUTHORIZATION

May 16, 2022

I recommend the Board of Trustees approve the annual contract for AfterDark Landscape Lighting Inc. 273 Walt Whitman Road, Suite 347 Huntington Station 11746. for our low voltage landscape lighting service agreement. The annual agreement runs from March 2022- December 2022 at a cost of \$6,800.00.

Respectfully submitted,

A handwritten signature in black ink that reads "Neely McCahey". The signature is written in a cursive style with a large, looping "y" at the end.

Neely McCahey
Director

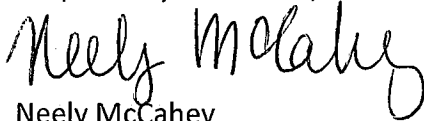
BOARD AUTHORIZATION

May 16, 2022

I recommend the Board of Trustees approve the proposal from AfterDark Landscape Lighting Inc. 273 Walt Whitman Road, Suite 347 Huntington Station 11746. The purpose of the project is to improve the safety of our entrance lighting in the Inside Out garden. The lighting in the space is specialty lighting and will require retro-fitting using LED bulbs.

The cost of the proposed project is \$28,115.00.

Respectfully submitted,



Neely McCahey

Director

BOARD AUTHORIZATION

May 16, 2022

I recommend the Board of Trustees approve the job proposal from AfterDark Landscape Lighting Inc. 273 Walt Whitman Road, Suite 347 Huntington Station 11746. The purpose of this project is to add lighting to the library's Community Garden space for the ability to hold programs and events during nighttime hours. The project would include lighting the pavilion, trees and groundscape in the outdoor classroom. The lighting in the space is specialty lighting and will require some retro-fitting using LED bulbs.

The cost of the proposed project is \$18,420.00.

Respectfully submitted,

A handwritten signature in black ink that reads "Neely McCahey". The signature is written in a cursive, flowing style.

Neely McCahey
Director

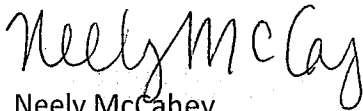
BOARD AUTHORIZATION

May 16, 2022

I recommend the Board of Trustees approve the proposal for Architectural Services related to a site renovation project of the front entry submitted by John Tanzi Architects, 129 Main Street-Unit 620 Stony Brook, New York 11790. Services would include; confirmation of project scope, evaluation and preparation of documents, design and project oversight.

The cost of the proposed services is \$22,500.00.

Respectfully submitted,

A handwritten signature in cursive script that reads "Neely McCahey".

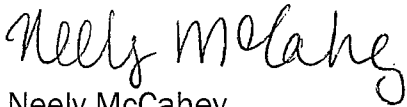
Neely McCahey
Director

BOARD AUTHORIZATION

May 16, 2022

I recommend the Board of Trustees authorize the installation of non-slip decking for the Discovery Grove outdoor classroom to Fidele Construction 606 Johnson Avenue Suite 32, Bohemia, New York 11716 in the amount of \$33,500. Installation of this specialized flooring will improve current safety issues in the space.

Respectfully submitted,

A handwritten signature in cursive script that reads "Neely McCahey".

Neely McCahey
Director

BOARD AUTHORIZATION

May 16, 2022

I recommend the Board of Trustees authorize the purchase and installation of fibar mulch for the Discovery Grove outdoor classroom to Fidele Construction 606 Johnson Avenue Suite 32, Bohemia, New York 11716 in the amount of \$23,000. The reinstallation of this specialized material will repair existing safety issues in the space.

Respectfully submitted,



Neely McCahey
Director