

**SACHEM PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
January 17, 2023
5:00 P.M.**

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

The Board members previewed the board meeting items on the agenda electronically prior to the meeting. Trustee Robert Winowitch, 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.

Guests

Marybeth Kozikowski, Librarian II in the Children's Department attended the Board Meeting as a guest. The Board thanked her for a job well done on her recent article featured in the School of Library Journal. She was presented with a certificate of recognition. Mrs. Amy Johnston, Librarian III in the Children's Department and Miss Lisa Stevens, Librarian II in the Discovery Grove Department also attended the Board Meeting as guests.

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

Public Expression/Participation

None

Minutes

The Board approved the Minutes of the Regular Board Meeting on December 20, 2022. (Winowitch, Lohr; unanimous)

Treasurer's Report

The Treasurer's Report for December 2022 in the amount of \$6,882,559.99 was approved. (Longo, Tychnowicz; unanimous)

Ms. McCahey informed the Board that November 2022 Treasurer's Report was off by 1 cent and the books are back in order.

Payroll and Related Expenses

The Payroll and Related Expenses for December 2022 in the amount of \$557,740.28 was approved. (Tychnowicz, Barone; unanimous)

Payroll Warrant #20 dated December 8, 2022 in the amount of \$146,826.33 was approved. (Barone, Winowitch; unanimous)

Payroll Warrant #22 dated December 22, 2022 in the amount of \$27,253.35 was approved. (Winowitch, Lohr; unanimous)

The December 2022 Payroll Summary was approved. (Lohr, Longo; unanimous)

Schedule of Bills

The January 17, 2023 Schedule of Bills, warrant #21 in the amount of \$167,770.92 was approved. (Longo, Tychnowicz; unanimous)

Director's Report

The Board reviewed the Director's report with interest.

To her report, Ms. McCahey added the following:

Ms. McCahey announced that the Long Island Library Conference will be held on May 11, 2023 in Melville, New York. She reminded the trustees to complete their annual sexual harassment training from Know 4Before. Ms. McCahey thanked Thomas Lohr and Robert Winowitch for their participation on the Finance Committee. Ms. McCahey presented to the Board a preliminary drawing for the café renovation project. The Library is in the process of contacting local coffee shops to see if they are interested in the new space for potential business. The construction for the new café will begin soon.

Assistant Director's Report

Mrs. Stroh reported to the Board the closing of last's year statistics. She stated Sachem Public Library stats have increased.

Library Statistics

The Board reviewed all the library statistics with interest.

SCLS Board Report

Mrs. Tychnowicz stated she was unavailable to attend the last SCLS Board Meeting. She did report that the tax gap for FY 2023/2024 will increase 2%.

Old Business

A discussion of the February Board Meeting date took place. The Board Meeting will stay as originally agreed upon for Monday, February 27, 2023.

New Business

The Board approved the Legal Notice for Budget Vote and Trustee Election, April 4, 2023. (Winowitch, Lohr; unanimous)

On the Director's recommendation the Board approved payment to ADP, Inc. at PO Box 842875 in Boston, MA 02284 to be paid with the first check run at beginning of the month (January 2023). ADP had required a payment for the December invoices ASAP. (Invoice

number 620515863 12/2/22 \$1,705.95, Invoice number 620516747 12/2/22 \$763.88, Invoice number 620515715 12/2/22 \$432.90). A total payment amount of \$2,902.73. (Lohr, Longo; unanimous)

On the Director's recommendation the Board approved the Internal Auditor/Accounting Services proposal submitted by Janet Fernandez CPA, P.C. PO Box 17 Westhampton, New York 11978. Janet Fernandez CPA, P.C. proposed a quarterly retainer of \$4,625 totaling \$18,500 effective 1/1/2023-1/1/2024. (Longo, Tychnowicz; unanimous)

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

Other

The next Board Meeting will be held on Monday, February 27, 2023 at 5:00 p.m.

Library Advocacy Day will be held on Tuesday, February 28, 2023

Correspondence

Mr. Winowitch presented the Board with a letter from the Sachem North Leos Club. The letter thanked the Board for their donation last month to their club for the annual holiday toy drive.

Executive Session

None

Personnel Report

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

Adjournment

The meeting was adjourned at 6:07 p.m. (Tychnowicz, Winowitch; unanimous)

Respectfully submitted,

Robert Winowitch