

**SACHEM PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
February 27, 2023  
5:00 P.M.**

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

Thomas Lohr informed the trustees that he would not be available for the February 27, 2023 board meeting and was formally excused.

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 5:07 p.m.

The meeting began with a pledge of allegiance.

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

**Public Expression/Participation**

None

**Guests:**

The Director thanked Town Clerk Kevin LaValle for all his participation and in various library programs (3-in-1 Recycling Event, Fire Safety Event, Date with a Book and Pizza and Politics). Mr. LaValle brought in much value to the community through these events. Ms. McCahey awarded him with a certificate of acknowledgement.

The Director thanked Anthony Bliss, Librarian II and the team members and Garden of Lights volunteers for all their efforts in the 2022 Holiday Lights show. The Board and the Director thanked the group for planning, engineering and for the time they spent on the event. The community enjoys the event every year.

**Minutes**

The Board approved the Minutes of the Regular Board Meeting on January 17, 2023. (Barone, Longo; unanimous)

**Treasurer's Report**

The Treasurer's Report for January 2023 in the amount of \$7,038,330.94 was approved. (Longo, Winowitch; unanimous)

## **Payroll and Related Expenses**

The Payroll and Related Expenses for January 2023 in the amount of \$603,328.38 were approved. (Winowitch, Tychnowicz; unanimous)

Payroll Warrant #23 dated January 1, 2023 in the amount of \$32,186.40 was approved. (Tychnowicz, Barone; unanimous)

Payroll Warrant #24 dated January 5, 2023 in the amount of \$10,098.26 was approved. (Barone, Longo; unanimous)

Payroll Warrant #26 dated January 20, 2023 in the amount of \$169,216.75 was approved. (Longo, Winowitch; unanimous)

The January 2023 Payroll Summary was approved. (Winowitch, Tychnowicz; unanimous)

## **Schedule of Bills**

The February 27, 2023 Schedule of Bills, warrant #25 in the amount of \$386,562.38 was approved. (Tychnowicz, Barone; unanimous)

## **Director's Report**

The Board reviewed the Director's report with interest. Ms. McCahey reported that a grant team has been created and is comprised of two Sachussetts Public Library librarians. She stated that currently the Teen Department, Discovery Grove and the Studio Department are in the process for applying for awards. Ms. McCahey stated that the Café project has begun. She informed the Board she has been asked to sit on the Brookhaven Women's Advisory Board. Ms. McCahey reported to the Board that signs will be updated throughout the interior of the building and Discovery Grove. Ms. McCahey showed the Board a rendering photo of the front entrance redesign. The group discussed the possible enhancements for the front entryway.

## **Assistant Director's Report**

Mrs. Stroh reported to the Board on the Trellus delivery and Connections mailing services. The services are promoted through the Sachussetts Library website, newsletter and social media. The services have been and will continue to be very popular for community members.

## **Library Statistics**

The Board reviewed all the library statistics with interest. Ms. McCahey followed up a question from a previous Board Meeting concerning the inter-library loan stats. It was noted that incoming inter-library loans were significantly higher than outgoing inter-library loans. Ms. McCahey stated after investigation the library's practice has changed.

## **SCLS Board Report**

Mrs. Tychnowicz reported to the Board that some new members of SCLS Board of Trustees have been appointed. She also stated that Director Terry Lucas of Shelter Island Library has been elected to be the President of the Public Library Directors Association of Suffolk County. Babylon Library has Thomas Vitale as a new Director. SCLS will continue with the Live-brary digital collection in the year 2023. Mrs. Tychnowicz reported to the Board the Governor released their upcoming NYS budget and showed decrease in library funding.

### **Old Business**

None

### **New Business**

The Board reviewed the Library Programs Policy.

The Board approved the Disposable of Equipment. (Winowitch, Tychnowicz; unanimous)

On the Director's recommendation, the Board of Trustees approved a delayed opening on Tuesday, May 9, 2023 for the purpose of staff development and professional training. The library will remain closed until 1:30 p.m., and will open to the public at that time. (Longo, Winowitch; unanimous)

On the Director's recommendation, the Board approved Cara Perry, Full-time Librarian III in the Reference Department to attend the Computers in Libraries Conference in Arlington, VA on March 28, through March 30, 2023. (Winowitch, Tychnowicz; 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, 2023. 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 \$17,500. (Winowitch, Tychnowicz; unanimous)

On the Director's recommendation, the Board of Trustees approved the purchase of a 3-year computer license support contract to VMware.com at 3401 Hillview Avenue in Palo Alto, CA, 94304 for the amount of \$11,901.12. The contract will lock in a rate for three years. (Winowitch, Tychnowicz; unanimous)

The Board approved the New York State Report for 2022. (Winowitch, Tychnowicz; unanimous)

On the Director's recommendation, the Board of Trustees authorized the award of Phase 1 of the Cafe Renovation project to Fidele Construction Inc. at 606 Johnson Avenue Suite 32 in Bohemia NY 11716 in the amount of \$11,350.00 as per the library's architect John Tanzi AIA. (Winowitch, Tychnowicz; unanimous)

On the Director's recommendation, the Board approved the FY2023/2024 Proposed Budget and Transfer of Fund Balance. (Winowitch, Tychnowicz; unanimous)

**Other**

*The following matters were discussed:*

*The group discussed inquiries about Sunday concerts. Ms. McCahey explained that the concerts now take place on different days of the week due to decreased staffing on Sundays.*

*A discussion took place concerning a recent book club procedure.*

*A discussion took place about adding additional local history topics to the library.*

*A discussion took place concerning Library Advocacy Day for February 28, 2023. The day bus was canceled due to the weather forecast for the New York area. There are hopes that a local area advocacy can happen.*

The next Board meeting will be held on March 21, 2023 at 5:00 p.m. in the Children’s Program Room.

The Library Budget Hearing will be held on Wednesday, March 21, 2023 before the Board Meeting in the Children’s Program Room.

**Executive Session**

None

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

On the Director’s recommendation, the Board of Trustees acknowledged the salary increases for FY 2022/2023. This motion is usually done in June of every year but it was delayed this year due to contract negotiations. (Winowitch, Tychnowicz; unanimous)

**Adjournment**

The meeting was adjourned at 6:45 p.m. (Barone, Tychnowicz; unanimous)

Respectfully submitted,

Robert Winowitch