

**SACHEM PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
March 21, 2023
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 Thomas Lohr reviewed all warrants with the Director before having them presented to the Board for their approval.

Guests:

Rebecca Goldstein, Librarian II and Christina Lyons, Librarian I in the Reference Department attended as guests. Prior to the meeting the Director presented Ms. Goldstein with a certificate of appreciation for her hard work with the Advanced Battle of Books program. The Board thanked her for her services.

The meeting was called to order at 5:23 p.m.

The meeting began with a pledge of allegiance.

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

Public Expression/Participation

A community member attended the Board Meeting.

Minutes

The Board approved the Minutes of the Regular Board Meeting on February 27, 2023. (Longo, Winowitch; unanimous)

Treasurer's Report

The Treasurer's Report for February 2023 in the amount of \$7,040,057.15 was approved. (Winowitch, Tychnowicz; unanimous)

Payroll and Related Expenses

The Payroll and Related Expenses for February 2023 in the amount of \$556,135.94 were approved. (Tychnowicz, Lohr; unanimous)

Payroll Warrant #27 dated February 2, 2023 in the amount of \$10,095.43 was approved. (Lohr, Longo; unanimous)

Payroll Warrant #28 dated February 16, 2023 in the amount of \$159,518.08 was approved. (Longo, Winowitch; unanimous)

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

Schedule of Bills

The March 21, 2023 Schedule of Bills, warrant #29 in the amount of \$136,674.17 was approved. (Tychnowicz, Lohr; unanimous)

Director's Report

The Board reviewed the Director's report with interest. In addition to her report Ms. McCahey gave an update of building projects. She stated that the front entrance construction will continue. She also stated that the front automatic doors are mechanically deteriorating and the library is in the process of receiving quotes to upgrade the doors. She stated that the library's insurance company approved a propane fire table feature to be added to the Inside/Out in hopes to have smaller programming in the garden area. Discovery Grove is awaiting a willow dome feature; which is a dome-shaped structure made from living willow whips and branches. She also announced that she will be attending the Long Island Range Planning Committee and the Adult Services Advisory Committee. Ms. McCahey stated that Overdrive will officially be transitioned to Libby effective May 1, 2023. The good news is that 75% of Overdrive users have already transitioned over to Libby for their e-books and audiobooks. Ms. McCahey stated that Senator Alexis Weik had inquired about improvements for the hiring procedures from Suffolk County Civil Service Department suggestions are for Civil Service to change the rule of three to the rule of five and to have the exams available more often than 3 or 4 years. Ms. McCahey reported to the Board that the Suffolk Community College is looking into adding a program for Library Assistant.

Assistant Director's Report

Mrs. Stroh reported to the Board on the trends and usage stats for circulation for 2021 and 2022. She also reported a quarterly sustainability update to the Board. She stated that water consumption usage had dropped 20% by mid-summer from installing a "smart" sprinkler. The library is planning on installing additional "smart" sprinklers in the other garden areas on the property to decrease water usage. She also reported to the Board about the significance of "No Mow May." The goal of No Mow May is to pause mowing during the month of May, allowing flowers to bloom in lawns to help early season pollinators. The Sustainability Team was thinking of leaving the north side of the exit driveway a "No Mow May" area.

Library Statistics

The Board reviewed all the library statistics with interest.

SCLS Board Report

Mrs. Tychnowicz distributed an article about Buffalo Central Library will close at 3:00 p.m. on weekdays due to incidents involving fights and violence.

Old Business

The Board approved the Library Programs Policy. (Longo, Lohr; unanimous)

New Business

A discussion took place about the results of the Café RFP. Ms. McCahey distributed a sample menu for the Board to review of the Brewport Café.

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

On the Director's recommendation the Board approved the payment to St. Michael Strategies (SMS Store Traffic) at 86 Boul St-Luc, Suite 230, ST-Jean-Sur-Richelieu, Quebec J3A 1G1 with the first check run at beginning of the month (March 2023). St. Michael Strategies (SMS Store Traffic) had required a payment of \$268.13 for the yearly fee (2/14/23-2/13/24) of the Discovery Grove Counter. (Tychnowicz, Winowitch; unanimous)

On the Director's recommendation the Board approved the Circulation Loan Rules. (Longo, Winowitch; unanimous)

The Board reviewed the Passport Policy.

Other

The Budget Vote and Trustee Election will be held on Tuesday, April 4, 2023, 9:30 a.m. to 9:00 p.m.

The next Board Meeting will be held on Tuesday, April 18, 2023.

Executive Session

The Board adjourned into Executive Session at 6:12 p.m. to discuss collective negotiations pursuant to article fourteen of the Civil Service Law. (Tychnowicz, Winowitch; unanimous)

Regular Session resumed at 7:07 p.m.

Adjournment

The meeting was adjourned at 7:08 p.m. (Lohr, Tychnowicz; unanimous)

Respectfully submitted,

Robert Winowitch