

**SACHEM PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
April 18, 2023
5:00 P.M.**

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

Diane Longo informed the trustees that she would not be available for the April 18, 2023 Board meeting and was 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 5:19 p.m.

The meeting began with a pledge of allegiance.

The Board adopted the agenda with revisions. (Lohr, Barone; unanimous)

Public Expression/Participation

None

Minutes

The minutes of the Sachem Public Library Annual Budget Hearing on March 21, 2023 were approved. (Barone, Winowitch; unanimous)

The Board approved the Minutes of the Regular Board Meeting on March 21, 2023. (Winowitch, Lohr; unanimous)

The minutes of the Executive Session of the March 21, 2023 Board Meeting were approved. (Lohr, Tychnowicz; unanimous)

Treasurer's Report

The Treasurer's Report for March 2023 in the amount of \$6,878,273.89 was approved. (Tychnowicz, Barone; unanimous)

Payroll and Related Expenses

The Payroll and Related Expenses for March 2023 in the amount of \$671,882.61 were approved. (Winowitch, Lohr; unanimous)

Payroll Warrant #30 dated March 2, 2023 in the amount of \$10,852.35 was approved. (Lohr, Tychnowicz; unanimous)

Payroll Warrant #32 dated March 16, 2023 in the amount of \$149,404.55 was approved. (Tychnowicz, Winowitch; unanimous)

Payroll Warrant #33 dated March 30, 2023 in the amount of \$21,045.46 was approved. (Winowitch, Lohr; unanimous)

The March 2023 Payroll Summary was approved. (Lohr, Tychnowicz; unanimous)

Schedule of Bills

The April 18, 2023 Schedule of Bills, warrant #31 in the amount of \$234,592.28 was approved. (Tychnowicz, Winowitch; unanimous)

Director's Report

The Board reviewed the Director's report with interest. Ms. McCahey distributed to the Board a copy of the publications: The Best of Long Island and Holbrook Happenings featuring Sachem Public Library advertisements. She announced that on April 24th at 6pm there will be Brush and Ink publication reception. On May 11th from 6-8pm there will be a Reflections reception. The Teachers Association will be providing refreshments for both of the events. Ms. McCahey stated that the Town of Islip will be employing someone to be involved in getting Lake Ronkonkoma healthy again. The school district building on Union Avenue in Holbrook has plans to become a park. The Greater Middle County Chamber of Commerce has planned a Community Fair & Music Festival at the Elks Club in Centereach on April 29th. On May 6th the library will have outdoor games set up for family entertainment during the Festival on the Fairway in Holbrook. On May 6th the 3-in-1 Recycling Event sponsored by Brookhaven Town District 3 will be at Sachem Public Library. The Holbrook Carnival will place on August 26-29th. Fall through Winter of each year the library has many large-scale events including the Fall Festival, Fire Prevention, Haunted Garden and the Garden of Lights. A discussion took place to change the Fall Festival into smaller activities during the fall or moving the event to the spring time. The Haunted Garden event will be Tuesday through Saturday. The Garden of Lights event will no longer be two full weeks. One week will be Wednesday through Saturday and the other week Wednesday through Friday. Ms. McCahey announced to the Board the Inside/Out garden will be used a place for a community member's wedding pictures at the end of May. Ms. McCahey reported to the Board the staff members are going to add a new program in the Inside/Out that will appeal to 20-30-year-olds. The Community Garden is looking to add a food pantry refrigerator to the space for community members to help themselves to the excess herbs and vegetables. A discussion took place concerning the landscaping bid results.

Assistant Director's Report

The Board reviewed the Assistant Director's report with interest. Mrs. Stroh reported to the Board on the library's social media connections with the community for the year 2022. Currently the library uses Facebook, Instagram, Twitter, TikTok, Snapchat, Google Business and You Tube.

Library Statistics

The Board reviewed all the library statistics with interest.

Conference Report

The Board reviewed the Computer in Libraries Conference report with interest.

SCLS Board Report

Mrs. Tychnowicz distributed a handout of Suffolk County Library System's Outreach Services to county jails and resources for veterans, service members and their families. She also reported to the Board about the New York State's library aid for 2023. Mrs. Tychnowicz informed the Board that trustees that they are required to do two hours of trustee training each year.

Old Business

The Board accepted the passed Budget Vote for 2023/2024 and Trustee Election results. The proposed tax levy of \$11,397,861 was approved 328 to 73. The Board congratulated Marguerite Barone on her re-election as Library Trustee by a margin of 284 to 58. (Winowitch, Lohr; unanimous)

The Board approved the Passport Policy. (Barone, Winowitch; unanimous)

New Business

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

The Board reviewed the Vehicle Idling Policy.

On the Director's recommendation, the Board approved the purchase of 2 WMWare Servers on the state contract (NYOGS PM2085) from Connection at 732 Milford Road Merrimack, NH 03054 for a total cost of \$30,030.65. (Tychnowicz, Barone; unanimous)

On the Director's recommendation, the Board approved Marlin Leasing Corp (DBA: Peac Solutions) bill to be paid with the out of schedule bills in order to avoid late fees. Marlin

Leasing Corp (DBA: Peac Solutions) is the bank in which payment is issued for the lease of the staff copiers located throughout the library. (Winowitch, Lohr; unanimous)

On the Director's recommendation, the Board approved the lease agreement between the Sachem Public Library and Brewport Coffee House LLC at 129 South Country Road in Bellport, New York 11713. To begin on Thursday, June 1, 2023. The terms of this agreement shall be for the period of one year. (Lohr, Tychnowicz; unanimous)

Other

The next Board meeting will be held on May 16, 2023 at 5:00 p.m.

Executive Session

The Board adjourned into Executive Session at 6:18 p.m. to discuss employment history of a particular person. (Tychnowicz, Barone; unanimous)

Regular Session resumed at 7:06 p.m

Personnel Report

None

Adjournment

The meeting was adjourned at 7:06 p.m. (Winowitch Tychnowicz; unanimous)

Respectfully submitted,

Robert Winowitch