

**SACHEM PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
June 20, 2023
3:00 P.M.**

The regular meeting of Sachem Public Library Board of Trustees was attended by Susan Tychnowicz, Thomas Lohr, Diane Longo, Robert Winowitch, 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 Diane Longo reviewed all warrants with the Director before having them presented to the Board for their approval.

The meeting was called to order at 3:06 p.m.

The meeting began with a pledge of allegiance.

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

Presentation

The Board welcomed Laura Panter, Librarian III and Department Head of Teen Services to the Board Meeting. Ms. Panter gave a presentation of the Teen Department's activities, events and programs. The Board thanked her and the Teen Department for a job well done.

Minutes

The Board approved the Minutes of the Regular Board Meeting on May 16, 2023. (Barone, Lohr; unanimous)

The minutes of an Executive Session on May 16, 2023 were approved. (Lohr, Winowitch; unanimous)

Treasurer's Report

The Treasurer's Report for May 2023 in the amount of \$7,266,325.51 was approved. (Winowitch, Longo; unanimous)

Payroll and Related Expenses

The Payroll and Related Expenses for May 2023 in the amount of \$600,839.99 were approved. (Longo, Tychnowicz; unanimous)

Payroll Warrant #38 dated May 11, 2023 in the amount of \$10,413.88 was approved. (Tychnowicz, Barone; unanimous)

Payroll Warrant #40 dated May 25, 2023 in the amount of \$204,231.41 was approved. (Barone, Lohr; unanimous)

The May 2023 Payroll Summary was approved. (Lohr, Winowitch; unanimous)

Schedule of Bills

The June 20, 2023 Schedule of Bills, warrant #39 in the amount of \$272,047.56 was approved. (Winowitch, Longo; unanimous)

Director's Report

The Board reviewed the Director's report with interest. Ms. McCahey stated that SCLS is inviting Trustees to an open house on July 10, 2023 at 3:00 p.m. She also stated that the SCLS Director is going to organize a Trustee Workshop for the Brookhaven Zone Libraries in the Fall. The Teen Department had a Pride Party that had positive feedback about the program being a safe space for Teens. Ms. McCahey described to the Board about the Think Tank Team's envisions of the Fall Festival. It will be broken down into two Saturdays. One Saturday will have craft vendors and food trucks. The Friends will hold their books sale during this event. The other Saturday will have a petting zoo and children performers. Ms. McCahey announced that *Villains* will be the theme for Haunted Garden this year. Ms. McCahey stated that the Library hosted the Summer Reading Club event and she was involved with the Farmingville Street Fair. Both the events went well and approximately 1,002 people signed up for the Summer Reading Club through the Reader Zone application. The Summer Concerts have begun.

Assistant Director's Report

Mrs. Stroh reported to the Board about the staff development day. Staff participated in Diversity, Equity and Inclusion Employee Training which is required for the Sustainable Libraries Initiative. For the second training, staff members had a choice between Managing the Front Desk or How to Manage Properties and Time. The staff also did safety tours. She also reported on other professional development opportunities. Mrs. Stroh scheduled a representative from the Employee Assistance Program (EAP) to give an informational session for staff on July 19, 2023.

Mrs. Stroh gave a Quarterly Sustainability Report. She also reported to the Board that signage for the vehicle idling policy will be placed near the curbside pick up signs. Recycling bins have been received and distributed on the library grounds.

Library Statistics

The Board reviewed all the library statistics with interest.

SCLS Board Report

Mrs. Tychnowicz reported to the Board that the SCLS Youth and Teen Services representative gave a presentation to encourage people to visit other libraries. Passports and stamps have been distributed to member libraries. The passports have fun facts about each library. SCLS has premed a marketing campaign for member libraries to use to promote this initiative.

Old Business

The Board approved the revised Collection Development Policy and the Statement of Concern about Library Resources form. (Winowitch, Longo; unanimous)

The Board approved the revised Sexual Harassment Policy. (Longo, Tychnowicz; unanimous)

New Business

On the Director's recommendation the Board approved the purchase to Faronics at 5506 Sunsol Blvd in Pleasanton, CA 94566 in the amount of \$12,585.98. The computer software of Anti-Executable ENT Maintenance, Deep Freeze ENT NA Maintenance, Deep Freeze Cloud Premium subscription will begin on July 27, 2023 for a one-year term. (Tychnowicz, Barone; unanimous)

On the Director's recommendation the Board confirmed the motion for approval of purchase for landscaping planting around the main entrance to Handa Industries, Inc. at 138 West Cherry Street in Hicksville, NY 11801 for an amount not to exceed \$18,900. (Barone, Lohr; unanimous)

Other

On the Director's recommendation the Board awarded a three- year contract, July 1, 2023 to November 30, 2025 for the Sachem Public Library Notice to Bidders for Landscaping that was advertised on March 30, 2023 to Del Graz Enterprises, Inc. dba R & R Landscaping. R & R Landscaping was the lowest responsible bidder meeting specifications pursuant to the terms of the bid. (Winowitch, Longo; unanimous)

The next Board Meeting will be held on Tuesday, July 18, 2023 at 5:00 p.m.

Executive Session

The Board adjourned into Executive Session at 4:08 p.m. to discuss employment histories of particular people. (Longo, Winowitch; unanimous)

Regular Session resumed at 4:24 p.m.

Personnel Report

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

The Non-Affiliated Staff Personnel Report was approved. (Barone, Lohr; unanimous)

Adjournment

The meeting was adjourned at 4:25 p.m. (Barone, Winowitch; unanimous)

Respectfully submitted,

Robert Winowitch