

**SACHEM PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
MAY 16, 2023
5:00 P.M.**

The regular meeting of SACHEM Public Library Board of Trustees was attended by Susan Tychnowicz, Diane Longo, Thomas Lohr, 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 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 5:07 p.m.

The meeting began with a pledge of allegiance.

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

Public Expression/Participation

Library staff members attended the Board meeting as guests to support Librarian III Christopher DeCristofaro's certificate of recognition.

Guest:

Christopher DeCristofaro, Librarian III in the Digital Services Department was presented with a certificate of recognition from Ms. McCahey and the Board of Trustees for being the honorary winner of the LDA award. Ms. McCahey thanked Mr. DeCristofaro for his work at the SACHEM Public Library and throughout the profession.

Minutes

The Board approved the Minutes of the Regular Board Meeting on April 18, 2023. (Barone, Lohr; unanimous)

The minutes of an Executive Session on April 18, 2023 were approved. (Lohr, Winowitch; unanimous)

Treasurer's Report

The Treasurer's Report for April 2023 in the amount of \$7,145,839.98 was approved. (Winowitch, Tychnowicz; unanimous)

Payroll and Related Expenses

The Payroll and Related Expenses for April 2023 in the amount of \$579,536.15 were approved. (Tychnowicz, Longo; unanimous)

Payroll Warrant #34 dated April 1, 2023 in the amount of \$40,635.50 was approved. (Longo, Barone; unanimous)

Payroll Warrant #35 dated April 13, 2023 in the amount of \$134,442.78 was approved. (Barone, Lohr; unanimous)

Payroll Warrant #37 dated April 27, 2023 in the amount of \$22,136.35 was approved. (Lohr, Winowitch; unanimous)

The April 2023 Payroll Summary was approved. (Tychnowicz, Longo; unanimous)

Schedule of Bills

The May 16, 2023 Schedule of Bills, warrant #36 in the amount of \$206,828.84 was approved. (Longo, Lohr; unanimous)

Director's Report

The Board reviewed the Director's report with interest. Ms. McCahey reported that two retired employees (Geraldine Cousins and Rose Tracey) passed away. Ms. McCahey stated that Assemblyman Doug Smith hosted a Child ID event at the Sachem Public Library. He will be back for another event on July 31, 2023. Sachem Library will also be featured in the Assemblyman's mailer of "things to do." On July 26th the Shed the Meds event with Senator Murray will be held at the Library. Ms. McCahey is coordinating with the Director of SCLS to set up a trustee training at Sachem Library to be held in the fall. Member libraries Board of Trustees will be invited to partake the training. Ms. McCahey stated that the Annual Legislative Breakfast will be revamped. This year libraries will host the event inviting their politicians that are in district within the individual library. Ms. McCahey stated that she has been in contact with a local Girl Scout Troop to do the Legacy Brick Mapping Project. Ms. McCahey reported to the Board that a Boy Scout is preparing for his Eagle Scout project. He is currently fundraising for the project. Mr. Winowitch suggested that some lumber yards maybe interested in donating for the eagle scout project.

Assistant Director's Report

The Board reviewed the Assistant Director's report with interest. Mrs. Stroh reported on the completed 2022 Annual State Report and compared the largest libraries in Suffolk County keeping in mind that the state report is coordinated with the fiscal year that started in July 2020 and ended in June 2021. Sachem reopened the building to the public from the Covid-19 shut down in July 2020.

Library Statistics

The Board reviewed all the library statistics with interest.

SCLS Board Report

Mrs. Tychnowicz stated that the SCLS auditor reported at their last board meeting. She also stated that the NYS budget is completed. There will be no additional funding for libraries this year. She also stated she is on a personnel committee and she is in the process of revising the director's evaluation report.

Old Business

The Board approved the Vehicle Idling Policy. (Barone, Lohr; unanimous)

The Board reviewed the revised Collection Development Policy and Statement Concern about Library form.

The Board reviewed the revised Sexual Harassment Policy.

New Business

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

On the Director's recommendation the Board approved the Budget Line Transfers. (Longo, Barone; unanimous)

On the Director's recommendation the Board of Trustees to approved the annual renewal subscription for Adobe Creative Cloud, Adobe Acrobat Pro and Adobe Photoshop. The software will be purchased from Abode at 345 Park Avenue, San Jose, CA 95110 for \$26,569.68. (Barone, Lohr; unanimous)

On the Director's recommendation the Board approved the Industrial Appraisal Company bill to be paid with the out of schedule bills. (Lohr, Winowitch; unanimous)

On the Director's recommendation the Board confirmed the motion for approval of purchase for cabinets for the café space. The cabinets will be purchased from Home Depot at 225 Pond Path, South Setauket, NY 11720 in an amount not to exceed \$13,500. (Tychnowicz, Lohr; unanimous)

On the Director's recommendation the Board confirmed the motion for approval of purchase for specialty equipment from Restaurant Supply Company for the café project. The purchase will not exceed an amount of \$30,100 to Restaurant Supply Company at 13031 US Highway 19 North in Clearwater, FL 33764. (Longo, Barone; unanimous)

On the Director's recommendation the Board confirmed the motion for approval of purchase for specialty equipment from Creme De Sole at 4 Zinnia Court in Commack NY, 11725 for the café project. The purchase will not exceed an amount of \$12,220. (Barone, Lohr; unanimous)

On the Director's recommendation the Board confirmed the motion for approval of purchase for renovations to the café project. Based on the three quotes; Fidele Construction Inc. at 606 Johnson Avenue in Bohemia, NY 11716 will provide the labor, material and equipment that is necessary to perform the café renovation and will not exceed an amount of \$34,800. (Lohr, Winowitch; unanimous)

On the Director's recommendation the Board confirmed the motion for approval of purchase for millwork, equipment and furniture for the café project to Fidele Construction Inc. at 606 Johnson Avenue in Bohemia, NY 11716. The price will not exceed an amount of \$28,990. (Winowitch, Tychnowicz; unanimous)

On the Director's recommendation the Board confirmed the motion for approval of purchase for plumbing and electricity for the café project to Fidele Construction Inc. at 606 Johnson Avenue in Bohemia, NY 11716. The total price will not exceed an amount of \$25,825. (Tychnowicz, Longo; unanimous)

Other

The next Board Meeting will be held on Tuesday, June 20, 2023 at 3:00 p.m. Please note the time changed from 5:00 p.m. to 3:00 p.m.

Executive Session

The Board adjourned into Executive Session at 6:00 p.m. to discuss employment history of a particular person. (Tychnowicz, Longo; unanimous)

Regular Session resumed at 6:28 p.m.

Personnel Report

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

Adjournment

The meeting was adjourned at 6:34 p.m. (Lohr, Winowitch; unanimous)

Respectfully submitted,

Robert Winowitch