

**SACHEM PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
July 18, 2023
3:00 P.M.**

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

Marguerite Barone informed the trustees that she would not be available for the July 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 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. (Winowitch, Lohr; unanimous)

Public Expression/Participation

None

Marguerite Barone was sworn in on an earlier date as an elected trustee for a five-year term from July 1, 2023 to June 30, 2028.

Ms. McCahey was sworn in on an earlier date as Director for a one-year term from July 1, 2023 to June 30, 2024.

Mr. Hofmeister was sworn in on an earlier date as Library Treasurer for a one-year term from July 1, 2023 to June 30, 2024.

The rotation of officers was recognized with Thomas Lohr named as President for the period of July 1, 2023 to June 30, 2024 and Robert Winowitch was named as Vice President for the period of July 1, 2023 to June 30, 2024.

The floor opened for nominations for the position of Secretary. Susan Tychnowicz made a motion to nominate Diane Longo for Secretary of the Sachem Public Library Board of Trustees for the period of July 1, 2023 to June 30, 2024. Robert Winowitch seconded the motion. Motion carried unanimously.

Minutes

The Board approved the Minutes of the Regular Board Meeting on June 20, 2023. (Tychnowicz, Longo; unanimous)

The minutes of the Executive Session of the June 20, 2023 Board meeting were approved. (Longo, Winowitch; unanimous)

Treasurer's Report

The Treasurer's Report for June 2023 in the amount of \$7,389,861.62 was approved. (Winowitch, Lohr; unanimous)

Payroll and Related Expenses

The Payroll and Related Expenses for June 2023 in the amount of \$543,745.90 were approved. (Lohr, Tychnowicz; unanimous)

Payroll Warrant #41 dated June 8, 2023 in the amount of \$10,846.92 was approved. (Tychnowicz, Longo; unanimous)

Payroll Warrant #42 dated June 22, 2023 in the amount of \$140,396.87 was approved. (Longo, Winowitch; unanimous)

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

Schedule of Bills

The July 18, 2023 Schedule of Bills, warrant #1 in the amount of \$501,215.16 was approved. (Lohr, Tychnowicz; unanimous)

Director's Report

The Board reviewed the Director's report with interest.

To her report, Ms. McCahey thanked the community engagement staff member for a wonderful job done throughout the Farmingville Street Fair. Ms. McCahey also announced that a team of librarians are coordinating programs to involve *New Adult Programming*. The new programming includes yoga in the garden and Cricut for new adults. The Children's department has been including STEAM activities in their programs. The Teen department had teen leaders helping with Mud Day, the Summer Reading Club and the Farmingville Street Fair. The leaders are going to be involved with an Astronomy Club and a Buddies Club at the library. Ms. McCahey reported to the Board that the Brookhaven Women's Advisory Board will be hosting a Human Trafficking conference in September 30, 2023. The library will donate an item for the swag bags for the event and publish the event in the library's September newsletter. Ms. McCahey announced that the library is introducing an in-person Women's Career Edge Series throughout the month of November. This program will help with the transition of women who wish to reenter the workforce. The library plans to coordinate with the Department of Labor's career fair after the series is completed.

Assistant Director's Report

The Board reviewed the Assistant Director's report with interest. Mrs. Stroh reported to the Board the increase in patron assistance volume.

Library Statistics

The Board reviewed all the library statistics with interest. Mr. Lohr inquired if the Café will have their own section in the Library Statically report after the Café opens. Ms. McCahey stated that it would indeed include an area for Cafe transactions. A discussion took place concerning the decrease of social media.

SCLS Board Report

Mrs. Tychnowicz reported to the Board that there was no July meeting. She also stated that Newsday featured an article regarding the Shelter Island Library.

Old Business

The Board approved the revised for Library Closings for 2023.

New Business

The Board reviewed the Organizational Chart.

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

On the Director's recommendation, the Board approved Andrew Martingale representing the firm of Hamburger, Maxson, Yaffe & McNally, LLP of 225 Broadhollow Road, Suite 301E, Melville, NY 11747, as library attorney at the rate of \$250.00 per hour. (Winowitch, Lohr; unanimous)

On the Director's recommendations the appointment of the firm of RivkinRadler LLP, 926 RXR Plaza, Uniondale, NY 11556-0926 as library negotiator and employment attorney at the rate of \$240.00 per hour. (Lohr, Tychnowicz; unanimous)

On the Director's recommendation, the Board approved the appointment of Nawrocki, Smith LLP as Library External Auditor for 2023/2024 at a fee not to exceed \$17,500.00 in accordance with the engagement letter. A separate engagement letter may be issued covering any additional services or fees. (Lohr, Winowitch; unanimous)

On the Director's recommendation, the Board approved the appointment of Janet Fernandez, CPA, as Internal Auditor for 2023/2024 at an annual cost of \$18,500. (Winowitch, Lohr; unanimous)

On the Director's recommendation, the Board approved the appointment of Eric Hofmeister as Library Treasurer at the rate of \$400.00 per month. (Lohr, Tychnowicz; unanimous)

On the Director's recommendation, the Board approved the designation of Dime Community Bank, 898 Veterans Memorial Highway, Suite 560, Hauppauge, NY 11788 and TD Bank, 155 Pinelawn Road, Melville, NY 11747, for savings, certificates of deposit, checking, and money market accounts. (Tychnowicz, Longo; unanimous)

On the Director's recommendation, the Board approved the following institutions as depositories of library funds for the purpose of investment: (1) Dime Community Bank, (2) JP Morgan Chase Bank, NA (3) JP Morgan Chase Investment Services Corp., NA (4) BNY Mellon, (5) Citibank, (6) TD Bank, (7) HSBC Bank USA, (8) Capital One, (9) United States Treasury. (Longo, Tychnowicz; unanimous)

In accordance with the Procurement Policy, the Board appointed Board members, Susan Tychnowicz and Marguerite Barone as authorized signers for the 2023/2024 fiscal year. (Winowitch, Lohr; unanimous)

On the Director's recommendation the appointment of Neely McCahey as Records Management Officer (RMO) in compliance with the New York State Department of Education, Office of Cultural Information; New York Archives. (Lohr, Tychnowicz; unanimous)

On the Director's recommendation, the Board approved the following newspapers to be used officially at any time it appears to the advantage of the library to do so: (1) Islip Messenger – Messenger Papers, (2) Suffolk County News and (3) Long Island Advance – The Patchogue Advance (Tychnowicz, Longo; unanimous)

On the Director's recommendation, the Board approved the appointment of Denise Scarbeck and Danielle Krause as Innovative Coordinators each receiving a \$1,000.00 stipend. (Longo, Winowitch; unanimous)

The Board approved the designated Bills to be Paid out of Schedule for 2023/2024. (Tychnowicz, Longo; unanimous)

On the Director's recommendation the Board approved annual attendance to conferences in 2023/2024. (Longo, Winowitch; unanimous)

Other

The group discussed the possibility of having an electric sign displayed near Holbrook Road on the library's property.

The next Board Meeting will be held on Tuesday, August 15, 2023 at 3:00 p.m.

The Legislative Meeting with Assemblyman Smith will take place at the Sachem Public Library on September 22, 2023.

The PDLA Fundraiser will be held on Monday, October 3, 2023.

Executive Session

None

Personnel Report

The Board accepted the Civil Service forms (CS-150) for salary increases for all employees for 2023/2024. (Winowitch, Lohr; unanimous)

Adjournment

The meeting was adjourned at 3:58 p.m. (Tychnowicz, Lohr; unanimous)

Respectfully submitted,

Diane Longo