

**SACHEM PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
August 15, 2023  
3:00 P.M.**

The regular meeting of Sachem Public Library Board of Trustees was attended by Thomas Lohr, Robert Winowitch, Diane Longo, Marguerite Barone, Susan Tychnowicz, 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 3:09 p.m.

The meeting began with a pledge of allegiance.

The Board adopted the agenda with revisions to Old Business, Reports and Other Business. A review and recommended approval were added under Old Business for \$200,000 to be encumbered in the fiscal year 2022/2023. Additional reviews and recommended approvals were added under Old Business for phases 6-9 of the front plaza renovation. The SCLS Report had been added to the Reports as an agenda item. The review of the revised Studio policy will be discussed under Other. (Longo, Tychnowicz; unanimous)

**Public Expression/Participation**

None

**Minutes**

The Board approved the Minutes of the Regular Board Meeting on July 18, 2023. (Tychnowicz, Barone unanimous)

**Treasurer's Report**

The Treasurer's Report for July 2023 in the amount of \$7,237,769.94 was approved. (Barone, Winowitch; unanimous)

**Payroll and Related Expenses**

The Payroll and Related Expenses for July 2023 in the amount of \$607,345.13 were approved. (Winowitch, Lohr; unanimous)

Payroll Warrant #2 dated July 1, 2023 in the amount of \$29,529.20 was approved. (Lohr, Longo; unanimous)

Payroll Warrant #3 dated July 6, 2023 in the amount of \$14,712.16 was approved. (Longo, Tychnowicz; unanimous)

Payroll Warrant #4 dated July 20, 2023 in the amount of \$144,327.32 was approved. (Tychnowicz, Barone; unanimous)

The July 2023 Payroll Summary was approved. (Barone, Winowitch; unanimous)

### **Schedule of Bills**

The August 15, 2023 Schedule of Bills, warrant #5 in the amount of \$291,270.01 was approved. (Winowitch, Lohr; unanimous)

### **Director's Report**

The Board reviewed the Director's report with interest. In addition to her report, Ms. McCahey gave an update on the Sachem Extended School Year (SESY program) and distributed many thank you notes from children who attended the program. Ms. McCahey announced to the Board that Sachem Public Library Battle of the Books Team won the competition. The Teen department will hold a celebration for the team at the end of August. Ms. McCahey reported to the Board that Discovery Grove is looking into new signage for the area.

### **Assistant Director's Report**

The Board reviewed the Assistant Director's report with interest. Mrs. Stroh reported on the Mini-Business Centers located throughout the library. She stated that the Mini-Business Centers have increased the library's monthly internet stats. She also reported to the Board that there is an increase in revenue from the Mini-Business Centers due to the ability to pay with credit cards. Mrs. Stroh announced that the library is planning on having CVS distribute flu vaccines for staff, trustees and family members over 18 years of age. If there is enough interest; the vaccines will be administered out on October 5, 2023 from 10a.m.-1p.m.

### **Library Statistics**

The Board reviewed all the library statistics with interest.

### **SCLS Report**

Mrs. Tychnowicz reported the Board that the last SCLS Board meeting was held at Lindenhurst Library. The library recently became a sustainable library and supplied Mrs. Tychnowicz with a reusable water bottle. Mrs. Tychnowicz announced to the Board that the portal for the construction grant application is now opened. She also stated that SCLS held a new trustee workshop for trustees and library administration. Mrs. Tychnowicz reported to the Board that the SCLS personnel team had created a new director evaluation form.

### **Old Business**

A discussion of the front plaza awning took place.

On the Director's recommendation, the Board authorized an encumbrance in the amount not to exceed \$200,000 in the fiscal year 2022/2023 for the completion of the Main Entrance Plaza renovation to be finished in the current 2023/2024 fiscal year. (Lohr, Longo; unanimous)

On the Director's recommendation, the Board approved the purchase for the site renovation of the front entrance project - Phase 6 (Demo Site Elements) to Fidele Construction,

Inc. at 606 Johnson Avenue in Bohemia, NY 11716 for the amount of \$32,600. (Longo, Tychnowicz; unanimous)

On the Director's recommendation, the Board approved the purchase for the site renovation of the front entrance project - Phase 7 (Portico Structure) to Fidele Construction, Inc. at 606 Johnson Avenue in Bohemia, NY 11716 for the amount of \$33,900. (Tychnowicz, Barone; unanimous)

On the Director's recommendation, the Board approved the purchase for the site renovation of the front entrance project - Phase 8 (Glass and Roof & Associated Work) to Fidele Construction, Inc. at 606 Johnson Avenue in Bohemia, NY 11716 for the amount of \$34,750. (Barone, Winowitch; unanimous)

On the Director's recommendation, the Board approved the purchase for the site renovation of the front entrance project - Phase 9 (Building Signage) to Fidele Construction, Inc. at 606 Johnson Avenue in Bohemia, NY 11716 for the amount of \$32,300. (Winowitch, Lohr; unanimous)

### **New Business**

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

On the Director's recommendation the Board approved the HVAC Annual Maintenance Agreement with Thermal Solutions at PO Box 12066, Hauppauge, NY 11778 for a total contract price of \$10,780 effective September 1, 2023 through August 31, 2024. The library is contracted to pay four installment payments of \$2,695. (Tychnowicz, Barone; unanimous)

The Board approved the Sachem Public Library Closings for 2024. (Barone, Winowitch; unanimous)

On the Director's recommendation, the Board approved the First Citizens Bank (formally CIT Bank, NA) invoices to be paid with the out of schedule bills in order to avoid late fees. First Citizens Bank is the bank in which payment is issued for the lease of the public mini-business center copiers located throughout the library. (Winowitch, Lohr; unanimous)

On the Director's recommendation, the Board approved the donation of the Chevrolet passenger van. The van has been inoperable for a number of months and will no longer pass NYS inspection. Administration will inform the Board of Trustees once an appropriate donation outlet is found. (Lohr, Longo; unanimous)

### **Other**

The Director requested the Board to review a revised Studio policy as a first reading via email before the September Board meeting. The Board will motion the revised Studio policy at the September 19, 2023 Board meeting.

The next Board Meeting will be held on Tuesday, September 19, 2023 at 5:00 p.m.

The Director reminded the Board that the Legislative Meeting will be held on September 22, 2023 at 12:30 p.m. with Assemblyman Smith at Sachem Library.

The Director reminded the Board that the PDLA Fundraiser will be held on Monday, October 23, 2023.

**Executive Session**

None

**Personnel Report**

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

**Adjournment**

The meeting was adjourned at 4:14 p.m. (Tychnowicz, Longo; unanimous)

Respectfully submitted,

Diane Longo