

**SACHEM PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
SEPTEMBER 19, 2023
5:00 P.M.**

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

Trustee Thomas Lohr, informed the trustees that he would not be available for the September 19, 2023 board meeting and was formally excused.

The Board members previewed the board meeting items on the agenda electronically prior to the meeting. Trustee Susan Tychnowicz reviewed all warrants with the Director before having them presented to the Board for their approval.

The meeting was called to order at 5:05 p.m.

The meeting began with a pledge of allegiance.

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

Public Expression/Participation

None

Minutes

The Board approved the Minutes of the Regular Board Meeting on September 19, 2023. (Tychnowicz, Barone; unanimous)

Treasurer's Report

The Treasurer's Report for August 2023 in the amount of \$7,129,060.09 was approved. (Barone, Winowitch; unanimous)

Payroll and Related Expenses

The Payroll and Related Expenses for August 2023 in the amount of \$571,445.12 was approved. (Winowitch, Longo; unanimous)

Payroll Warrant #6 dated August 3, 2023 in the amount of \$14,368.97 was approved. (Longo, Tychnowicz; unanimous)

Payroll Warrant #8 dated August 17, 2023 in the amount of \$136,955.04 was approved. (Tychnowicz, Barone; unanimous)

Payroll Warrant #9 dated August 31, 2023 in the amount of \$29,009.53 was approved. (Tychnowicz, Barone; unanimous)

The August 2023 Payroll Summary was approved. (Winowitch, Longo; unanimous)

Schedule of Bills

The September 19, 2023 Schedule of Bills, warrant #7 in the amount of \$263,966.08 was approved. (Barone, Winowitch; unanimous) Mrs. Barone inquired about various programmer payments. The vendors in question were paid for the classes that happened multiple days and happened twice in one day.

Director's Report

The Board reviewed the Director's report with interest. Ms. McCahey reported that the Multi-Chamber event that took place on September 6, 2023 at Sachem Library was a success. The Ronkonkoma Chamber of Commerce will be at the library in January. Ms. McCahey reported to the Board that Assemblyman Doug Smith had an impromptu meeting with her. Ms. McCahey announced to the Board the Eagle Scout had completed his project. The pergola in the lower level patio outside of the Teen department is a very nice addition to the area. Ms. McCahey had a meeting with the Friends' President about a possibility for a Memorial Recognition Growing Tree. Ms. McCahey reported to the Board about the mapping out the Legacy Brick Project that a local Girl Scout Troop nearly completed. On September 21st Assemblyman Joe DeStefano will be at the Patchogue Medford Library. On September 26th Senator Dean Murray will be at Longwood Library. On September 30th the Brookhaven Women's Advisory Board will be hosting a Human Trafficking conference at Sachem Library. The 2023 Summer Library Passport Program was a popular program. Ms. McCahey announced that bus trips will be coming back. The first one will be scheduled for the end of November / beginning of December to Gracie Mansion and High Tea. The library is also bringing back Sunday Concerts once a month. The first will be held on October 22nd.

Assistant Director's Report

The Assistant Director reported to the Board about the Sustainable Library Initiative. She gave updates from her the last report which was in June. The Board reviewed the report with interest.

Library Statistics

The Board reviewed all the library statistics with interest.

SCLS Board Report

Mrs. Tychnowicz updated the Board that SCLS PALS is adding the Vega Library Experience. It will unify a complete set of library tools to make the experience seamless for staff and patrons. Mrs. Tychnowicz stated that SCLS 2024/2025 proposed budget process has begun. She also stated that Emma Clark Library and the Middle Country Library have added cafés to their buildings. Mrs. Tychnowicz announced to the Board that she will be running as a candidate for a position as SCLS Trustee. A Caucus meeting will be held on October 17, 2023 at 4:45 p.m. at Sachem Library. Mrs. Tychnowicz distributed interesting Newsday articles about library state aid and the Wyandanch Library.

Old Business

The Board approved the revised Studio Policy. The first reading of the policy was sent via email to the Board of Trustees to review on August 15, 2023. (Longo, Tychnowicz; unanimous)

On the Director's recommendation the Board reconfirmed the approval of purchase for Phase 10 of the Front Plaza Project. The original approval passed prior to the September Board meeting via email for concrete site elements for the awning of the front entrance project to Fidele Construction, Inc. at 606 Johnson Avenue in Bohemia, NY 11716 for an amount of \$29,975. (Tychnowicz, Barone; unanimous)

On the Director's recommendation the Board reconfirmed the approval of purchase for Phase 11 of the Front Plaza Project. The original approval passed prior to the September Board meeting via email for miscellaneous electrical work to the front entrance project to Fidele Construction, Inc. at 606 Johnson Avenue in Bohemia, NY 11716 for an amount of \$34,875. (Barone, Winowitch; unanimous)

New Business

The Board reviewed the Pregnancy Workers Policy.

On the Director's recommendation the Board awarded the OGS Security Mini Bid (Group 71001 - Award 23106) of Wisdom Protective Services, for security services, for the period October 1st, 2023 - September 30th, 2026. Wisdom was the best value solution using the library's award evaluation cost matrix, with a point total of 93.33. The straight time hourly bill rate will be \$31.81. This rate will only change, on a relative basis, as the security services prevailing wage rate changes for our area. (Barone, Winowitch; unanimous)

On the Director's recommendation the Board of Trustees approved the purchase and installation of window shades for the café skylights. The shades will be procured and installed by Royal Window Products at 170 Central Avenue, Unit 7 in Farmingdale, NY 11735 at a cost of \$12,813. (Winowitch, Longo; unanimous)

On the Director's recommendation the Board of Trustees approved the purchase of a Polaris Ranger SP570 Northstar Edition. The utility vehicle will be purchased from Polaris Sales Inc. in Medina, MN 55340 using Sourcewell cooperative pricing for \$19,756.63. (Longo, Tychnowicz; unanimous)

Other

The following items were discussed and approved under other:

On the Director's recommendation the Board of Trustees approved the proposal for the Inside/Out Sound Stage Surround Landscape Lighting Project. The lighting will be procured and installed by AfterDark Landscape Lighting, Inc. at 273 Walt Whitman Road, Suite 347 in Huntington, NY 11746 for \$18,150. (Tychnowicz, Barone; unanimous)

On the Director's recommendation the Board of Trustees approved the proposal for the Inside/Out Sound Ribbon Walk and Landscape Lighting Project. The lighting will be procured and installed by AfterDark Landscape Lighting, Inc. at 273 Walt Whitman Road, Suite 347 in Huntington, NY 11746 for \$16,065. (Barone, Winowitch; unanimous)

On the Director's recommendation the Board of Trustees approved the proposal for the Inside/Out Lawn Plaza Landscape Lighting Project. The lighting will be procured and installed by AfterDark Landscape Lighting, Inc. at 273 Walt Whitman Road, Suite 347 in Huntington, NY 11746 for \$17,885. (Winowitch, Longo; unanimous)

The Director reminded the Board that the Legislative Breakfast will be held on September 22, 2023 at 12:30 p.m. with Assemblyman Smith at Sachem Public Library. Brewport will supply a light lunch and coffee service.

The SCLS Trustee Caucus will be on October 17, 2023 at 4:45 p.m.

The Board meeting will be on October 17, 2023 at 5:00 p.m.

The Director reminded the Board of the PLDA Fundraiser on Monday, October 23, 2023.

The Staff Appreciation Luncheon will be held on Wednesday, December 6, 2023.

Executive Session

None

Personnel Report

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

Adjournment

The meeting was adjourned at 5:59 p.m. (Winowitch, Longo; unanimous)

Respectfully submitted,

Diane Longo