

**SCLS TRUSTEE CAUCUS**  
**October 17, 2023**  
**4:45 P.M.**

Present: Susan Tychnowicz., Kevin Verbese, Diane Longo, Neely McCahey and Joanne Ortiz

The meeting was called to order at 4:43p.m.

Guest: Kevin Verbese, Director of SCLS.

The purpose of the SCLS Trustee Caucus is to nominate an SCLS Trustee to reelect the expiring term of current trustee Susan Tychnowicz.

The floor opened for nominations for the position of SCLS Trustee.

Diane Longo made a motion to nominate Susan Tychnowicz for SCLS Trustee for Zone 2 for the period of January 1, 2024 to December 31, 2027.

Meeting adjourned at 4:45 p.m.

Respectfully submitted,

Diane Longo

**SACHEM PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
October 17, 2023  
5:00 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 and Joanne Ortiz.

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 4:58 p.m.

The meeting began with a pledge of allegiance.

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

Joanne Ortiz, Coordinator of Finance and Christina Bonomo, Library's Internal Auditor attended the Board Meeting as guests.

**Public Expression/Participation**

None

**Presentation**

Ms. McCahey introduced Mr. Mike Nawrocki from Nawrocki, Smith LLP to the guests and to the Library Board of Trustees. Mr. Nawrocki introduced himself and reviewed the annual auditor's report for the 2022/2023 fiscal year and found everything in order. There were no recommendations to the Library Board. He stated the library is running efficiently and effectively. Mr. Nawrocki thanked the Board and complimented Joanne Ortiz, Christina Bonomo and the Administrative staff for their assistance and thorough preparation of the library audit. The Board and Ms. McCahey thanked Mr. Nawrocki for spending the time to review the annual audit. The Board and Ms. McCahey also thanked Joanne Ortiz and Christina Bonomo for their thorough preparation of the library audit.

**Minutes**

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

**Treasurer's Report**

The Treasurer's Report for September 2023 in the amount of \$7,220,360.22 was approved. (Tychnowicz, Winowitch; unanimous)

## **Payroll and Related Expenses**

The Payroll and Related Expenses for September 2023 in the amount of \$587,569.84 were approved. (Barone, Winowitch; unanimous)

Payroll Warrant #10 dated September 14, 2023 in the amount of \$146,164.68 was approved. (Longo, Lohr; unanimous)

Payroll Warrant #12 dated September 28, 2023 in the amount of \$34,222.16 was approved. (Lohr, Tychnowicz; unanimous)

The September 2023 Payroll Summary was approved. (Tychnowicz, Barone; unanimous)

## **Schedule of Bills**

The October 17, 2023 Schedule of Bills, warrant #11 in the amount of \$345,853.99 was approved. (Barone, Winowitch; unanimous)

## **Director's Report**

The Board reviewed the Director's report with interest. Ms. McCahey reported to the Board that the NYLA conference will be attended by three Sachem librarians who will be making presentations at the conference. Ms. McCahey stated that the library was nominated for BEST of Long Island. She also advised the Board to vote for the Farmingville Hills Chamber of Commerce who is nominated under the category of Services; Networking Group. The group reviewed the Teen newsletter that was distributed to the schools. A Librarian III was asked to be a judge for Little Mr. & Miss Holbrook.

## **Library Statistics**

The Board reviewed all the monthly numbers with interest.

## **SCLS Board Report**

Mrs. Tychnowicz reported to the Board that Wyandanch Library was in Newsday again. Mrs. Tychnowicz distributed an article from Explore LI about Library of Things in libraries throughout Long Island. She stated that SCLS had a presentation by the Business Services Department of SCLS and they spoke about the lending library. All items that are returned from being lent out, are double checked and cleaned before lending them out to the next library. Mrs. Tychnowicz stated that the number one requested library pass is the Long Island Aquarium and the number two pass is the Bronx Zoo. She stated that the average attendance of outdoor movies has approximately 100 people. The SLED and the Tech Mobile have been busy visiting all over the island resulting in many community partnerships.

## **Old Business**

The Board adopted the Pregnancy Workers Policy. (Winowitch, Longo; unanimous)

## **New Business**

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

The Board awarded a three-year contract, January 1, 2024 to December 31, 2026 for the printing of the library newsletter on an 8-page format, to Haig Graphic, Inc. 690 Old Willets Path, Hauppauge, NY 11788. Haig Graphic was the lowest bidder. (Tychnowicz, Barone; unanimous)

The Board approved the dates for the 2024 monthly Board of Trustees meetings and determined the rotation for monthly signing of bills. The date for the February Board meeting was decided on February 16, 2023. (Lohr, Tychnowicz; unanimous)

The Board approved The SCLS PALS 2024 Proposed Budget Packet. (Winowitch, Barone; unanimous)

The SCLS Draft 2023 Budget was presented to the Board for review. The Board will vote on the final version the budget at the November Board meeting.

### **Other**

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

The next Board Meeting will be held on Tuesday, November 21, 2023 at 5:00 p.m.

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

### **Executive Session**

None

### **Adjournment**

The meeting was adjourned at 6:19 p.m. (Tychnowicz, Winowitch; unanimous)

Respectfully submitted,

Diane Longo