

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

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

Kristen Stroh informed the trustees that she would not be available for the December 19, 2023 board meeting and was formally excused.

The Board members electronically previewed the board meeting items on the agenda prior to the meeting. Trustee, Robert Winowitch reviewed all warrants with the Director before being presented to the Board for their approval.

The meeting was called to order at 5:38 p.m.

The meeting began with a pledge of allegiance.

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

Public Expression/Participation

None

Minutes

The Board approved the Minutes of the Regular Board Meeting on November 21, 2023. (Barone, Winowitch; unanimous)

Treasurer's Report

The Treasurer's Report for November 2023 in the amount of \$6,675,760.83 was approved. (Barone, Winowitch; unanimous)

Payroll and Related Expenses

The Payroll and Related Expenses for November 2023 in the amount of \$1,232,664.25 was approved. (Lohr, Tychnowicz; unanimous)

Payroll Warrant #17 dated November 9, 2023 in the amount of \$9,577.25 was approved. (Tychnowicz, Longo; unanimous)

Payroll Warrant #19 dated November 22, 2023 in the amount of \$801,310.23 was approved. (Longo, Barone; unanimous)

The November 2023 Payroll Summary was approved. (Barone, Lohr; unanimous)

Schedule of Bills

The December 19, 2023 Schedule of Bills, warrant #18 in the amount of \$303,160.09 was approved. (Lohr, Tychnowicz; unanimous)

Director's Report

The Board reviewed the Director's report with interest. Ms. McCahey thanked the Board members who attended the Staff Appreciation Luncheon. Ms. McCahey added to her report that the Garden of Lights event was attended by over 10,000 community members. The show was approximately 15 minutes long and there were about 41,000 lights on display. Ms. McCahey stated that a boy scout will finish the memory brick mapping project. Ms. McCahey gave an update on building alterations. She stated that the Hawkins Avenue property needs an updated floor. She distributed a proposal from a flooring company that quoted to revamp the flooring with carpet or vinyl. The vinyl proposal was over \$10,000 and will need two more proposals if the Board choose to have that type of flooring. The group discussed that the vinyl would most likely be the long-lasting better option.

Sustainable Libraries Initiative Report

The Board reviewed the Sustainable Libraries Initiative report with interest.

Library Statistics

The Board reviewed the library statistics with interest.

SCLS Board Report

Mrs. Tychnowicz stated that at the last Board meeting SCLS said their farewells to Diane Hartill and Diana Coyne. She also reported to the Board that the organizational meeting will take place at the next SCLS Board Meeting.

Old Business

None

New Business

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

On the Director's recommendation the Board approved payment to Form Labs Inc. at PO Box 4110 Woburn, MA 01888 to be paid with the first check run at beginning of the month (Dec 2023). Form Labs was already issued payment for the invoice 1547828 in the amount of \$913.95 on October 17, 2023. However, the address it was sent to was incorrect and they never received the original check (54410). They are requesting a reissue as soon as possible. (Winowitch, Lohr; unanimous)

The Finance Committee to review the Budget FY 2024/2025 had been selected. Marguerite Barone and Susan Tychnowicz will meet with the Director in January to discuss the proposed budget.

The Board approved the time change for January 16, 2023 from 5:00 p.m. to 6:00 p.m. to accommodate a guest and his family. (Lohr, Tychnowicz; unanimous)

The group discussed the Common Vote Date for Sachem Public Library. The Sachem Public Library's Budget Vote originally planned to be held on April 2, 2024 may need to be rescheduled. New York State had its residential primary rescheduled from June to April causing an issue with the availability of the polling machines. The District Clerk for the library is aware of the situation and will keep the library updated with a final date for the budget vote.

Other

The next Board Meeting will be held on Tuesday, January 16, 2024 at 6:00 p.m.

Executive Session

None

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

Adjournment

The meeting was adjourned at 6:28 p.m. (Winowitch, Tychnowicz; unanimous)

Respectfully submitted,

Diane Longo