

**SACHEM PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
February 16, 2024
3:00 P.M.**

The regular meeting of the Sachem Public Library Board of Trustees was attended by Thomas Lohr, Robert Winowitch, Marguerite Barone, Susan Tychnowicz, Neely McCahey, Kristen Stroh, Joanne Ortiz and Sandra Bartalis.

Diane Longo informed the trustees that she would not be available for the February 16, 2024 board meeting and was formally excused.

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

The meeting was called to order at 3:08 p.m.

The meeting began with a pledge of allegiance.

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

Public Expression/Participation

None

Minutes

The Board approved the Minutes of the Regular Board Meeting on January 16, 2024. (Barone, Winowitch; unanimous)

The minutes of the Executive Session of the January 16, 2024 Board Meeting were approved. (Winowitch, Lohr; unanimous)

Treasurer's Report

The Treasurer's Report for January 2024 in the amount of \$6,907,245.53 was approved. (Lohr, Tychnowicz; unanimous)

Payroll and Related Expenses

The Payroll and Related Expenses for January 2024 in the amount of \$657,532.99 were approved. (Tychnowicz, Barone; unanimous)

Payroll Warrant #22 dated January 1, 2024 in the amount of \$28,869.60 was approved. (Barone, Winowitch; unanimous)

Payroll Warrant #24 dated January 4, 2024 in the amount of \$40,387.09 was approved. (Tychnowicz, Barone; unanimous)

Payroll Warrant #26 dated January 18, 2024 in the amount of \$167,354.21 was approved. (Barone, Winowitch; unanimous)

The January 2024 Payroll Summary was approved. (Tychnowicz, Barone; unanimous)

Schedule of Bills

The February 16, 2024 Schedule of Bills, warrant #25 in the amount of \$180,352.46 was approved. (Barone, Winowitch; unanimous)

Director's Report

The Board reviewed the Director's report with interest. Ms. McCahey thanked Mrs. Tychnowicz for joining the Advanced Battle of Books as a judge. The teen participants had a great time and the event was run very well. Ms. McCahey stated that she attended Library Advocacy Day in Albany and met with all the local elected officials. She also stated that Senator Kirsten Gillibrand presented a news conference at the Sachem Public Library where she promoted the Affordable Connectivity Program. The program's goal is to lower the cost of high-speed internet to aide families across the state so they will be able to work remotely, complete online coursework, access telehealth appointments, and more. Ms. McCahey and Mr. Lohr toured the Ronkonkoma Hub Station. The next phase of the Ronkonkoma Hub will have additional residential space and retail space. The Ronkonkoma Hub will be an excellent place where the library can hold off-site programming. Ms. McCahey stated that the Sachem Central Teachers Association will be hosting a Teen Leader Volunteer Awards ceremony at the library on Saturday, March 2, 2024.

Assistant Director's Report

Mrs. Stroh reported about Sachem Library's annual highlights for the calendar year of 2023. The library has increased stats from the prior year in many areas.

Library Statistics

The Board reviewed all the library statistics with interest

SCLS Board Report

Mrs. Tychnowicz reported to the Board that SCLS is revamping their building. The current building projects include down trees and replacing their cesspool system. She also stated that the last SCLS Board meeting was held at the South Huntington Library. Mrs. Tychnowicz

was impressed with many features that library had. She stated that the library has a sound proof computer area enclosed by glass. She also stated that there were additional small sound proof areas specially made for individuals to hold private phone conversations or to engage in zoom meetings without interruptions.

Old Business

On the Director's recommendation the Board confirmed the motion for approval of the revised Legal Notice for Library Budget Vote 2024. (Winowitch, Lohr; unanimous)

On the Director's recommendation the Board confirmed the motion for approval of an early closure of the library at 4:00 p.m. on Saturday, February 10 for preparation and set up of the Advanced Battle of the Books reading competition. (Lohr, Tychnowicz; unanimous)

The Board approved the revised Family and Medical Leave Policy. (Tychnowicz, Barone; unanimous)

The Board adopted the Paid Family Leave Policy. (Barone, Winowitch; unanimous)

The Board reviewed the revised Studio Policy.

The Board reviewed the revised Vehicle Use Policy.

New Business

The Board reviewed the Utility Vehicle Use Policy.

On the Director's recommendation the Board approved the annual contract for AfterDark Landscape Lighting, Inc. at 273 Walt Whitman Road, Suite 347 in Huntington, NY 11746 for a low voltage landscaping lighting service agreement. The annual agreement runs March 2024 through December 2024 at a cost of \$10,000. (Winowitch, Lohr; unanimous)

On the Director's recommendation the Board approved the purchase of 28 Lenovo workstations to replace the public computers in the library. This expenditure has been budgeted for this fiscal year. The total cost of the NYS Office of General Services Contract PM 21120 will be \$23,100 (\$825 for each). The payment will be addressed to Lenovo (United States) at PO Box 643055 in Pittsburgh, PA 15264. (Tychnowicz, Barone; unanimous)

On the Director's recommendation the Board approved the payment to TechSoup at 435 Brannan Street, Suite 100 in San Francisco, CA 94107 for the amount of \$7,692.00 to be paid with the first check run at beginning of the month (February 2024). (Barone, Winowitch; unanimous)

On the Director's recommendation the Board approved the attendance at the Computers in Libraries Conference in Arlington, VA to Cara Perry, Full-time Librarian III and Sean Walls, Full-time Librarian I from March 12 through March 14, 2024. Expenses will include conference

registration, travel and hotel accommodations in an amount not to exceed \$4,100. (Winowitch, Lohr; unanimous)

On the Director's recommendation the Board approved the attendance at the Public Library Association Bi-Annual Conference in Columbus, OH to Laura Panter and Alexandra Mercado both Full-time Librarian IIIs from April 3 through April 5, 2024. Expenses will include conference registration, travel and hotel accommodations in an amount not to exceed \$2,900. (Lohr, Tychnowicz; unanimous)

On the Director's recommendation the Board approved the Library's Internal Auditor/Accounting Services proposal submitted by Janet Fernandez CPA, P.C. at 264 Sills Road, Suite A in Westhampton Beach, New York 11978 for an annual fee of \$18,500 effective 1/1/2024-12/31/2025. (Tychnowicz, Barone; unanimous)

The Board approved the New York State Report for 2023. (Barone, Winowitch; unanimous)

Ms. McCahey presented the Board with the proposed annual budget in excel format as well as a preview of the April newsletter. On the Director's recommendation, the Board approved the FY2024/2025 Proposed Budget as presented, the transfer of fund balance for use in the proposed budget and a resolution to override of the tax cap for the proposed 2024-2025 fiscal year budget. (Winowitch, Lohr; unanimous)

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

Other

The following topics were discussed:

Mrs. Barone inquired about the Studio's purchase of a 14 x 14 3D printer. Ms. McCahey stated that the Studio will be able to produce larger projects with this printer.

Mr. Winowitch inquired about EV Charging Stations at the library. Ms. McCahey stated that this is an ongoing topic of discussion with the library's architect. The library's architect had recently met with library administration about building upgrades and maintenance. Administration will follow up with the architect concerning the charging stations.

The next Board meeting will be held on March 19, 2024 in the Children's Program Room.

The Library Budget Hearing will be held on Tuesday, March 19, 2024 before the Board Meeting in the Children's Program Room.

The Library's Budget Vote and Trustee Election will be held on Wednesday, April 3, 2024, 9:30 a.m. to 8:00 p.m.

Executive Session

None

Personnel Report

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

Adjournment

The meeting was adjourned at 4:33 p.m. (Barone, Winowitch; unanimous)

Respectfully submitted,

Diane Longo