

**SACHEM PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
March 19, 2024  
Immediately Following the Annual Budget Hearing**

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 Thomas Lohr reviewed all warrants with the Director before having them presented to the Board for their approval

The meeting was called to order at 5:27 p.m.

The meeting began with a pledge of allegiance.

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

**Public Expression/Participation**

None

**Guests**

A librarian from another library attended the Board meeting as a guest. Librarian I Andrew Tarantowicz also attended the Board meeting as a guest. Mr. Tarantowicz represented the Studio department showing the Board the some of the latest pieces that the new 3D printer created. He explained the programming that the Studio department offers.

**Minutes**

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

**Treasurer's Report**

The Treasurer's Report for February 2024 in the amount of \$6,856,494.07 was approved. (Barone, Winowitch; unanimous)

**Payroll and Related Expenses**

The Payroll and Related Expenses for February 2024 in the amount of \$594,843.10 were approved. (Winowitch, Tychnowicz; unanimous)

Payroll Warrant #27 dated February 1, 2024 in the amount of \$14,065.48 was approved. (Tychnowicz, Longo; unanimous)

Payroll Warrant #29 dated February 15, 2024 in the amount of \$158,836.88 was approved. (Longo, Barone; unanimous)

Payroll Warrant #30 dated February 29, 2024 in the amount of \$23,165.06 was approved. (Barone, Winowitch; unanimous)

The February 2024 Payroll Summary was approved. (Winowitch, Tychnowicz; unanimous)

### **Schedule of Bills**

The March 19, 2024 Schedule of Bills, warrant #28 in the amount of \$376,092.54 was approved. (Tychnowicz, Longo; unanimous)

### **Director's Report**

The Board reviewed the Director's report with interest. In addition to her report, Ms. McCahey gave an update of building projects. She stated that the front entrance glass roof will be ready to be installed in 3-4 weeks. The LED sign for the entrance will be ready to be installed in 2-3 weeks. A local vendor will be updating signage for the Inside/Out with a new logo. Discovery Grove is awaiting a willow dome to be installed in April. Bird Buddy will be a new feature added to the community garden. Ms. McCahey announced that the library is investigating the opportunity for a summer lunch program. Ms. McCahey stated that the budget status report is on track and there will be budget lines transfers taking place in May. She also stated that SCLS purged library cards creating a decrease in the amount of library holders for the library from January to February. Plans to regain library account holders are underway. The Community Engagement Coordinator has reached out to the Ronkonkoma Hub area to offer residents cards. There will be various card drives in the future as well.

### **Quarterly Sustainability Report**

Mrs. Stroh gave a quarterly sustainability initiative report to the Board. She reported on utility consumption, sustainability progress and programming highlights. She stated that the bike repair station will be added. The seed library will start on April 3, 2024. There will be a section in the Inside/Out dedicated to participate in "No Mow" May.

### **Library Statistics**

The Board reviewed all the library statistics with interest.

### **SCLS Board Report**

Mrs. Tychnowicz discussed contract districts like Fire Island that do not have their own library. Those libraries are compensated for extending library services to non-residents. She also stated members of different departments spoke to about their job descriptions. On May 1, 2024

from 6-8pm SCLS will be holding a trustee workshop and she hopes the Sachem Library Board members can attend. She announced that SCLS will conduct their Board meeting at the Sachem Public Library on June 5, 2024 at 6pm. She also announced that SCLS partnered with the Gateway Theater and Adventure Land to get discounted tickets.

### **Old Business**

The Board approved the amended Studio Policy. (Barone, Lohr; unanimous)

The Board approved the amended Paid Family Leave Policy. (Lohr, Winowitch; unanimous)

The Board approved the revised Vehicle Use Policy. (Winowitch, Tychnowicz; unanimous)

The Board approved the Utility Vehicle Use Policy. (Tychnowicz, Longo; unanimous)

### **New Business**

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

On the Director's recommendation, the Board approved the appointment of Nawrocki, Smith LLP as the Library External Auditor for Fiscal Year ending June 30, 2024. In accordance with their engagement letter, Nawrocki, Smith LLP will conduct the audit of the Library's financial statements at a fee not to exceed \$17,500. (Barone, Tychnowicz; unanimous)

On the Director's recommendation, the Board approved a delayed opening on Thursday, May 30, 2024 for the purpose of staff development and professional training. The library will open to the public at 1:00 pm. (Winowitch, Tychnowicz; unanimous)

### **Other**

*The following was discussed:*

*The group discussed the activity of the Brookhaven Town Hall Book Drop. Ms. McCahey stated that the book drop is collected two times a week. The group discussed other useful locations that book drops can be located within the Sachem community.*

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

The next Board Meeting will be held on Tuesday, April 16, 2024 at 5:00 p.m.

The Long Island Library Conference will be held on Thursday, May 9, 2024 .

**Executive Session**

None

**Personnel Report**

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

**Adjournment**

The meeting was adjourned at 6:18 p.m. (Lohr, Winowitch; unanimous)

Respectfully submitted,

Diane Longo