

**SACHEM PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
SEPTEMBER 17, 2024
5:00 P.M.**

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

Trustee Robert Winowitch informed the trustees that he would not be available for the September 17, 2024 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 5:07 p.m.

The meeting began with a pledge of allegiance.

Guest

Christopher Krause, Network & Systems Specialist I in the Digital Services Department reported to the Board about upgrading the library's fiber optic lines. The current system was installed in 1999 and the library needs to consider implementing a new long-term solution. Finding a vendor for the work has been challenging and he is in the process of obtaining price quotations.

The Board approved the agenda with an amendment to Other Business by adding a Heat Transfer Printing discussion. (Tychnowicz, Longo; unanimous)

Public Expression/Participation

None

Minutes

The Board approved the Minutes of the Regular Board Meeting on August 21, 2024. (Longo, Barone; unanimous)

Treasurer's Report

The Treasurer's Report for August 2024 in the amount of \$6,789,061.49 was approved. (Barone, Lohr; unanimous)

Payroll and Related Expenses

The Payroll and Related Expenses for August 2024 in the amount of \$626,969.04 was approved. (Lohr, Tychnowicz; unanimous)

Payroll Warrant #6 dated August 1, 2024 in the amount of \$16,512.02 was approved. (Tychnowicz, Longo; unanimous)

Payroll Warrant #7 dated August 15, 2024 in the amount of \$166,520.03 was approved. (Longo, Barone; unanimous)

Payroll Warrant #9 dated August 29, 2024 in the amount of \$26,450.71 was approved. (Barone, Lohr; unanimous)

The August 2024 Payroll Summary was approved. (Lohr, Tychnowicz; unanimous)

Schedule of Bills

The September 17, 2024 Schedule of Bills, warrant #8 in the amount of \$222,694.66 was approved. (Tychnowicz, Longo; unanimous)

Director's Report

The Board reviewed the Director's report with interest. Ms. McCahey thanked those who attended the Legislative Meeting on September 6, 2024 with Assemblyman Smith at Sachem Library. She also spoke about using OneClick Politics; which is a digital software platform used to help contact elected officials. The advocacy campaign will roll-out in November when the Governor is preparing her budget in hopes to help promote state aid and library construction aid. Ms. McCahey reported to the Board that the library will engage community members to submit their holiday home displays in an interactive way. She also reported that the Children's Department showed a significant increase in summer programming.

Assistant Director's Report

The Assistant Director reported to the Board about the Sustainable Library Initiative. She highlighted on utility consumption, sustainability progress and sustainable programming. The group discussed on exploring additional water-saving measures. Suggestions to contact the water authority for rebates and replacing sprinkler heads were discussed.

Library Statistics

The Board reviewed all the library statistics with interest. Downloads and Libby stats had reached a record high.

SCLS Board Report

Mrs. Tychnowicz distributed articles to the Board on cataloging at the Pan Am Museum, New York's first black librarians and how they changed the way we read and changing the way librarians work with their homeless patrons. Mrs. Tychnowicz also mentioned on an article in the local newspaper stating grades 3 through 8 have poor reading scores.

Old Business

None

New Business

On the Director’s recommendation the Board approved the payment to New York Library Association (NYLA) at 6021 State Farm Road in Guilderland, NY 12084 for \$1,425.00 to be paid with the first check run at beginning of the month (September 2024). The payment is for the NYLA conference registration and the vendor is requesting payment as soon as possible. (Barone, Lohr; unanimous)

On the Director’s recommendation the Board approved the payment to Bayport Sign Solutions at 947 Montauk Highway in Bayport, NY 11705 for \$3,900 to be paid with the first check run at beginning of the month (September 2024). The vendor is requiring payment in full to begin the work. (Lohr, Tychnowicz; unanimous)

On the Director’s recommendation the Board approved the Café Operation Agreement. (Tychnowicz, Longo; unanimous)

The group discussed the Facility Evaluation report provided by the library’s architect.

Other

The Director reminded the Board that the PLDA Fundraiser will be held on Monday, September 30, 2024.

The next Board Meeting will be held on Tuesday, October 15, 2024 at 5:00 p.m.

The Staff Appreciation Luncheon will be held on Friday, December 6, 2024.

The Board reviewed the Digital Heat Transfer Printing Policy.

Executive Session

None

Adjournment

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

Respectfully submitted,

Marguerite Barone