

**SACHEM PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
March 18, 2025**

The regular meeting of SACHEM Public Library Board of Trustees was attended by Robert Winowitch, Marguerite Barone, Thomas Lohr, Neely McCahey, Kristen Stroh and Sandra Bartalis.

Diane Longo and Susan Tychnowicz informed the trustees that they would not be available for the March 18, 2025 board meeting and were formally excused.

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

The meeting was called to order at 5:03 p.m.

The meeting began with a pledge of allegiance.

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

**Public Expression/Participation**

Two members of the community attended the Board meeting.

**Minutes**

The Board approved the Minutes of the Regular Board Meeting on February 13, 2025. (Barone, Winowitch; unanimous)

**Treasurer's Report**

The Treasurer's Report for February 2025 in the amount of \$6,443,800.78 was approved. (Winowitch, Lohr; unanimous)

**Payroll and Related Expenses**

The Payroll and Related Expenses for February 2025 in the amount of \$633,483.27 were approved. (Lohr, Barone; unanimous)

Payroll Warrant #28 dated February 13, 2025 in the amount of \$171,057.59 was approved. (Winowitch, Barone; unanimous)

Payroll Warrant #30 dated February 27, 2025 in the amount of \$23,806.58 was approved. (Lohr, Winowitch; unanimous)

The February 2025 Payroll Summary was approved. (Winowitch, Lohr; unanimous)

### **Schedule of Bills**

The March 18, 2025 Schedule of Bills, warrant #29 in the amount of \$342,735.86 was approved. (Lohr, Winowitch; unanimous)

### **Director's Report**

The Board reviewed the Director's report with interest. Ms. McCahey shared information about the available museum passes and discount ticket options which the library offers. She also stated that the library sent four staff members to attend the Best of Long Island dinner. Ms. McCahey attended the Lake Ronkonkoma Civic Organizational meeting. The meeting featured a presentation by Councilman Neil Manzella. Ms. McCahey provided information about upcoming businesses opening in the local community.

### **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 mini-business centers achieved 49 tree reforestation / 409,883 pages of paper since becoming members of the PrintReleaf program on July 26, 2022.

### **Library Statistics**

The Board reviewed all the library statistics with interest.

### **SCLS Board Report**

None

### **Old Business**

The Board readopted the following policies that were submitted for review without changes:

Nepotism (Winowitch, Lohr; unanimous)

Social Media for the Staff (Lohr, Barone; unanimous)

Smoke-Free Workplace (Barone, Winowitch; unanimous)

Staff Computer and Network Usage (Winowitch, Lohr; unanimous)

Unattended Child (Lohr, Barone; unanimous)

The Board approved the revised Meeting Room Policy and Regulations. (Lohr, Barone; unanimous)

The Board approved the revised Community Group Application for Meeting Room Use. (Winowitch, Lohr; unanimous)

The Board reviewed the revised Food and Drink Policy and suggested an additional change.

### **New Business**

On the Director's recommendation the Board of Trustees to approved the proposal for the installation of new metal shelving units for the Reference Lower-Level Stacks. The shelving will be supplied and installed by A.R. Kropp Co & Sons at 30 Carrington Drive, East Northport, NY, 11731. The total cost to supply, delivery, and installation of the shelving will be for an amount of \$13,191.80 - under New York State Contract #PC70168. (Winowitch, Lohr; unanimous)

On the Director's recommendation, the Board approved a delayed opening on Friday, May 23, 2025 for the purpose of staff development and professional training. The library will open to the public at 2:00 pm. (Winowitch, Lohr; unanimous)

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

### **Other**

*The following was discussed:*

*On the Director's recommendation the Board approved the purchase of 500 tickets to Adventureland via a coordinated order with Suffolk Cooperative Library System. The bulk ticket purchase offers patrons a reduced price of admission of \$31.50 per person. These tickets are available for public purchase at the Welcome Desk. 500 tickets at \$31.50 each is a total of \$15,750. (Winowitch, Lohr; unanimous)*

*The Board approved to change the May Board Meeting date from Tuesday, May 20, 2025 to Thursday, May 22, 2025. (Lohr, Barone; unanimous)*

*Mrs. Barone proposed establishing a community puzzle event known as "Puzzle Fest" as a new library program targeting people of all ages.*

The Budget Hearing will be held on Tuesday March 25, 2025 in the Children Room at 5:00 p.m.

The Budget Vote and Trustee Election will be held on Wednesday, April 8, 2025, 9:30a.m. to 8:00p.m.

The next Board Meeting will be held on Tuesday, April 22, 2025 at 5:00 p.m.

The Long Island Library Conference will be held on Thursday, May 8, 2025.

### **Correspondence**

A letter of resignation was received.

**Executive Session**

The Board adjourned into Executive Session at 6:01 p.m. to discuss collective negotiations pursuant to article fourteen of the Civil Service Law. (Barone, Winowitch; unanimous)

**Personnel Report**

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

**Adjournment**

The meeting was adjourned at 6:32 p.m. (Winowitch, Barone; unanimous)

Respectfully submitted,

Marguerite Barone