

**SACHEM PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING**

**April 22, 2025**

**5:00 P.M.**

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

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 5:02 p.m.

The meeting began with a pledge of allegiance.

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

**Public Expression/Participation**

A member of the community attended the Board meeting.

Staff members from Digital Services and a staff member from the Reference Department attended the Board meeting and gave a presentation. The presentation outlined plans to redesign the lower-level study area to accommodate increased demands by doubling the study area and add new study pods. The project includes booth seating, modular tables and enhanced electricity upgrades with charging capabilities. The Board thanked the team for their research and suggestions on the renovation.

**Minutes**

The Board approved the Minutes of the Regular Board Meeting on March 18, 2025. (Longo, Barone; unanimous)

The minutes of the Executive Session of the March 18, 2025 Board Meeting were approved. (Barone, Winowitch; unanimous)

The minutes of the Sachem Public Library Annual Budget Hearing on March 25, 2025 were approved. (Winowitch, Tychnowicz; unanimous)

**Treasurer's Report**

The Treasurer's Report for March 2025 in the amount of \$6,479,736.61 was approved. (Tychnowicz, Longo; unanimous)

### **Payroll and Related Expenses**

The Payroll and Related Expenses for March 2025 in the amount of \$627,055.30 were approved. (Longo, Barone; unanimous)

Payroll Warrant #31 dated March 13, 2025 in the amount of \$168,216.74 was approved. (Barone, Winowitch; unanimous)

Payroll Warrant #33 dated March 27, 2025 in the amount of \$23,705.47 was approved. (Winowitch, Tychnowicz; unanimous)

The March 2025 Payroll Summary was approved. (Tychnowicz, Longo; unanimous)

### **Schedule of Bills**

The April 22, 2025 Schedule of Bills, warrant #32 in the amount of \$257,690.03 was approved. (Longo, Winowitch; unanimous)

### **Director's Report**

The Board reviewed the Director's report with interest. Ms. McCahey and Mrs. Stroh attended the quarterly directors meeting at the Riverhead Library and discussed the Summer Reading Club theme for this year. The Summer Reading Club theme for this year is "Color Our World." Sachem Library color is Sachem Salmon. Libraries will bring back their passport program during Summer. It encourages library users to get out and visit libraries throughout Suffolk County. Ms. McCahey stated that the state budget has been extended to April 29, 2025. Ms. McCahey is planning on a "Getting the Most From Your Library" presentation at the Brookhaven Town Hall. It's about libraries throughout the town of Brookhaven and the services that are provided to the public. On May 1, 2025 Ms. McCahey will deliver a presentation about small business resources to the Holbrook Chamber of Commerce. She is getting help presenting from Kelly Sulima and Collene Hutchens on both occasions. Ms. McCahey stated she will be discussing collection development topics at the next directors zone meeting on April 25, 2025.

### **Assistant Director's Report**

The Board reviewed the Assistant Director's report with interest. Mrs. Stroh compared Sachem to the other larger libraries in Suffolk County.

### **Library Statistics**

The Board reviewed all the library statistics with interest.

## **SCLS Board Report**

Mrs. Tychnowicz reported to the Board that their auditor presented a report at SCLS's previous meeting. She stated there are two workshops that SCLS will be holding for trustees to attend. On April 24, 2025 there will be a workshop on New York's Open Meetings Law. The workshop will provide an overview of the law and the library's responsibilities on holding open meetings. On May 1, of 2025 SCLS will conduct a workshop a Key Performance Indicator workshop. KPIs are measurements used to gauge performance. It can help libraries know if they are achieving strategic, financial or other goals.

## **Old Business**

The Board accepted the passed Budget Vote for 2025/2026 and Trustee Election results. The proposed tax levy of \$12,484,158 was approved 335 to 86. The Board congratulated Diane Longo on her re-election as Library Trustee. (Tychnowicz, Winowitch; unanimous)

The Board approved the revised Food and Drink policy. (Longo, Barone; unanimous)

## **New Business**

The Disposal of Equipment was approved. (Winowitch, Tychnowicz; 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, 2025. 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 \$18,250. (Longo, Barone; unanimous)

On the Director's recommendation, the Board approved a payment to Costume Specialists at 1801 Lone Eagle Street in Columbus, OH 43228 for the amount of \$180.00 to be paid with the first check run in the beginning of the month (April 2025). The vendor is requested payment for early April. (Winowitch, Tychnowicz; unanimous)

## **Other**

The Brush and Ink Reception will be held on Friday, May 2, 2025 at 7:00 pm.

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

The Reflections Exhibit will be held on Friday, May 16, 2025 at 6:00 pm.

The next Board Meeting will be held on Thursday, May 22, 2025 - 5:00 p.m.

## **Executive Session**

None

**Adjournment**

The meeting was adjourned at 5:56 p.m. (Winowitch, Lohr; unanimous)

Respectfully submitted,

Marguerite Barone