

**SACHEM PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
MAY 22, 2025
5:00 P.M.**

The regular meeting of Sachem Public Library Board of Trustees was attended by Robert Winowitch, Diane Longo, Susan Tychnowicz, Marguerite Barone, Thomas Lohr, Neely McCahey, Joanne Ortiz and Anthony Bliss.

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 5:04 p.m.

The meeting began with a pledge of allegiance.

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

Public Expression/Participation

Members of the Studio Team attended the Board meeting as guests. A presentation was delivered from the Studio team regarding the future renovation plans for the Studio department's space.

Minutes

The Board approved the Minutes of the Regular Board Meeting on April 22, 2025. (Tychnowicz, Longo; unanimous)

Treasurer's Report

The Treasurer's Report for April 2025 in the amount of \$6,551,527.58 was approved. (Longo, Barone; unanimous)

Payroll and Related Expenses

The Payroll and Related Expenses for April 2025 in the amount of \$666,130.45 were approved. (Barone, Winowitch; unanimous)

Payroll Warrant #34 dated April 1, 2025 in the amount of \$40,237.20 was approved. (Winowitch, Tychnowicz; unanimous)

Payroll Warrant #35 dated April 10, 2025 in the amount of \$166,846.93 was approved. (Tychnowicz, Longo; unanimous)

Payroll Warrant #37 dated April 24, 2025 in the amount of \$23,973.82 was approved. (Longo, Barone; unanimous)

The April 2025 Payroll Summary was approved. (Barone, Winowitch; unanimous)

Schedule of Bills

The May 22, 2025 Schedule of Bills, warrant #36 in the amount of \$177,211.44 was approved. (Winowitch, Tychnowicz; unanimous)

Director's Report

The Board reviewed the Director's report with interest. Ms. McCahey reported that a letter was received from the Board of Elections stating that the library will not be utilized as a polling place for the June 24, 2025 election. A letter was received from the interface coordinator for the Town of Brookhaven Toy Drive, seeking assistance with their "Christmas in July" toy drive. Plans for the Brookhaven Town Library Expo is underway. It is cooperative event with 12 other Brookhaven libraries scheduled for September 13, 2025 at Town Hall from 11:00 a.m. to 3:00 p.m. The event is being held in partnership with Town Clerk Kevin LaValle and will feature a wide range of library resources. Ms. McCahey also reported to the Board about the Reference Department's Board report, which included information from the Genealogy Society meeting about "Tips to Finding Your Grave." Ms. McCahey wished good luck to the High School Senior Teen Leaders as they head off to college this fall. Many of these teens used their volunteer experience to earn scholarships toward their college education. Ms. McCahey spoke about the outreach events that have recently taken place and others that are scheduled for the coming months.

Assistant Director's Report

The Board reviewed the Assistant Director's report with interest

Library Statistics

The Board reviewed all the library statistics with interest.

SCLS Board Report

Ms. Tychnowicz informed the Board that a presentation was given on the Sustainable Libraries Initiative Plan. It highlighted past accomplishments, current efforts, and future goals. She also stated that SCLS had submitted its annual report to New York State. She reported to the Board that all library budget votes held in April were successful. Mrs. Barone went to the Trustee Training Workshop, where they talked a lot about the Open Meetings Law. Sachem Library is in compliance.

Old Business

None

New Business

On the Director's recommendation the Board to approved the ADP bill to be paid with the out of schedule bills. ADP has strict terms of NET 30. (Barone, Winowitch; unanimous)

The Board approved the Sustainability Site Management Plan. (Winowitch, Lohr; unanimous)

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

On the Director's recommendation the Board of Trustees to approved the annual renewal subscription for Adobe Creative Cloud, Adobe Acrobat Pro, Adobe Photoshop and Illustrator. The software will be purchased from Adobe at 345 Park Avenue, San Jose, CA 95110 for \$33,502.92. (Tychnowicz, Longo; unanimous)

On the Director's recommendation the Board of Trustees to approved a 3-year renewal subscription with Faronics for the Deep Freeze Cloud Premium. The software will be purchased from Faronics at 5506 Sunol Blvd. Suite 202 Pleasanton, CA 94566 for \$24,012.84. (Longo, Barone; unanimous)

On the Director's recommendation the Board of Trustees approved the proposal to renovate the electrical infrastructure on the lower level. The project will modify existing infrastructure, install additional circuits, and safe *off* failing infrastructure will be done by CDJ Electric, Inc. 91 Bridge Road, Hauppauge New York 11788. The total cost is \$15,900.00. CDJ Electric, Inc. was chosen due to their technical skill and advanced knowledge as well as familiarity with the building's unique electrical infrastructure in regards to the library's lower-level. (Barone, Winowitch; unanimous)

On the Director's recommendation the Board of Trustees to approved the proposal to supply, deliver, and install stationary and flexible seating solutions for the lower-level study area renovation. The furniture will be purchased through A.R Kropp CO. & Sons, a Service-Disabled Veteran Owned Small Business, 30 Carrington Drive, East Northport NY 11731. The total cost for the furniture will be \$98,251.18. (The stationary seating solutions will be manufactured by Arcadia with a total cost of \$79,844.08 under New York State Contract PC70163. The flexible seating solutions will be manufactured by KI with a total cost of \$18,407.10 under New York State Contract PC70228.) (Winowitch, Lohr; unanimous)

On the Director's recommendation the Board of Trustees approved the purchase of five portable study pods manufactured by Silen. The study pods will be purchased through A.R Kropp CO. & Sons, a Service-Disabled Veteran Owned Small Business, 30 Carrington Drive, East Northport NY 11731. The total cost to supply the units is \$91,878.00 under Omnia contract #07-71. A.R. Kropp CO. & Sons is a manufacturer authorized and preferred reseller of Silen pods on Long Island, New York. (Lohr, Tychnowicz; unanimous)

On the Director's recommendation the Board of Trustees approved the proposal for site work in regards to the receiving, delivery, and installation of 5 Silen study pods. The site work will be handled by A.R Kropp CO. & Sons, a Service-Disabled Veteran Owned Small Business, 30 Carrington Drive, East Northport NY 11731. The total cost is \$16,050.00 under Omnia contract #07-71. A.R. Kropp CO. & Sons is a manufacturer authorized and preferred reseller of Silen pods on Long Island, New York. (Tychnowicz, Longo; unanimous)

Other

The following was discussed under other:

The group had a discussion of creating a Building & Grounds Committee. The creation of this committee is a wise decision especially with the direction things are headed and the upcoming renovations. All Board members expressed interest in participating, depending on the timing of the meetings. Two members will be a good

start in the formation of the committee. It was also mentioned that it could be on a rotational basis and how often the committee should meet.

The next Board Meeting will be held on Tuesday, June 17, 2025 at 3:00 p.m.

Executive Session

The Board adjourned into Executive Session at 6:25 p.m. to discuss collective negotiations pursuant to article fourteen of the Civil Service Law. (Longo, Winowitch; unanimous)

Regular Session resumed at 6:44 p.m.

Personnel Report

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

Adjournment

The meeting was adjourned at 6:45 p.m. (Longo, Barone; unanimous)

Respectfully submitted,

Marguerite Barone