

**SACHEM PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
July 15, 2025
3:00 P.M.**

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

Thomas Lohr informed the trustees that he would not be available for the July 15, 2025 board meeting and was formally excused.

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

The meeting was called to order at 3:07 p.m.

The meeting began with a pledge of allegiance.

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

Public Expression/Participation

None

Diane Longo was sworn in on an earlier date as an elected trustee for a five-year term from July 1, 2025 to June 30, 2030.

Ms. McCahey was sworn in on an earlier date as Director for a one-year term from July 1, 2025 to June 30, 2026.

Mr. Hofmeister was sworn in on an earlier date as Library Treasurer for a one-year term from July 1, 2025 to June 30, 2026.

The rotation of officers was recognized with Diane Longo named as President for the period of July 1, 2025 to June 30, 2026 and Marguerite Barone was named as Vice President for the period of July 1, 2025 to June 30, 2026.

The floor opened for nominations for the position of Secretary. Diane Longo made a motion to nominate Susan Tychnowicz for Secretary of the Sachem Public Library Board of Trustees for the period of July 1, 2025 to June 30, 2026. Marguerite Barone seconded the motion. The motion was carried unanimously.

Minutes

The Board approved the Minutes of the Regular Board Meeting on June 17, 2025. (Winowitch, Tychnowicz; unanimous)

The minutes of the Executive Session of the June 17, 2025 Board meeting were approved. (Tychnowicz, Winowitch; unanimous)

Treasurer's Report

The Treasurer's Report for June 2025 in the amount of \$6,833,069.07 was approved. (Barone, Winowitch; unanimous)

Payroll and Related Expenses

The Payroll and Related Expenses for June 2025 in the amount of \$632,030.65 were approved. (Winowitch, Tychnowicz; unanimous)

Payroll Warrant #41 dated June 5, 2025 in the amount of \$11,636.28 was approved. (Tychnowicz, Longo; unanimous)

Payroll Warrant #42 dated June 20, 2025 in the amount of \$180,238.06 was approved. (Barone, Winowitch; unanimous)

The June 2025 Payroll Summary was approved. (Winowitch, Tychnowicz; unanimous)

Schedule of Bills

The July 15, 2025 Schedule of Bills, warrant #1 in the amount of \$563,109.85 was approved. (Winowitch, Tychnowicz; unanimous)

Director's Report

The Board reviewed the Director's report with interest. Ms. McCahey thanked the Board for their approval of the staff salary increases and she said that many employees have told her that they are very appreciative of it. She reported that the library introduced a new program called "Sound Bath," which had received positive feedback. Ms. McCahey stated that the summer concert series is going well. This year marked the library's fifth International Mud Day event and she shared photos from the day. Ms. McCahey also informed the Board that there were two story-time sessions organized by Discovery Grove underneath the willow tree. She mentioned that the willow tree structure is holding up well. She informed the Board that the library's mascot, Chippy, has been visiting other libraries collecting passport stamps. She also stated that there is recent social media post featuring Sachem Library staff members wearing their Sachem Salmon Summer Reading Club shirts. The post challenges other libraries to share their summer reading colors, stating: *"The Library Summer Tour is in full swing—and you have until August 31 to complete it! Visit any library and search for their unique color swatches. Here*

at Sachem, we've hidden ours—it's Sachem Salmon. Think you can find it? Hey Longwood Public Library and Sayville Library, what are YOUR colors?" Ms. McCahey also reported to the Board that the SCLS director and a government relation associate are visiting Sachem Library on Monday, July 21st as a part of a tour to libraries who completed construction projects with the assistance of bullet aid. Ms. McCahey also mentioned that Assemblyman Doug Smith will host his Child ID Program at the library on July 23rd. Suffolk County Sheriff Toulon will be here to discuss the START Resource Program on July 23rd as well.

Assistant Director's Report

The Board reviewed the Assistant Director's report with interest. Mrs. Stroh reported to the Board regarding the Key Performance Indicators concerning program statistics over the last several years in regard to visits.

Library Statistics

The Board reviewed all the library statistics with interest.

SCLS Board Report

Mrs. Tychnowicz reported to the Board that four long-term directors of area libraires have retired. She also reported that SCLA is working with ALA and NYLA to develop a strategy to preserve the Institute of Museum and Library Services. The program needs to be authorized by Congress before September 30, or it will be closed and the federal support for public libraries will be eliminated.

Old Business

The Part-time Clerical and Page Bargaining Unit and the Custodial Bargaining Unit voted to accept the Memorandum of Agreement between the Library and their Units. The contract covers the period July 1, 2025 through June 30, 2029. On the Director's recommendation, the Board approved the certification of the ratified the agreement between the library and the two units. (Tychnowicz, Barone; unanimous)

On the Director's recommendation, the Board approved the rescheduling of the August 2025 Board meeting. The original meeting date was Tuesday, August 19, 2025, and it has been approved to be held on Monday, August 18, 2025. (Barone, Winowitch; unanimous)

The Board reapproved the Fund and Minimum Balance Policy. (Winowitch, Tychnowicz; unanimous)

The Board approved the updated Circulation Loan Rules. (Tychnowicz, Barone; unanimous)

On the Director's recommendation, the Board approved the proposal to supply, deliver, and install flexible seating solutions for the lower-level study area renovation. The furniture

manufactured by KI will be purchased through A.R Kropp CO. & Sons, a Service-Disabled Veteran Owned Small Business at 30 Carrington Drive, East Northport NY 11731. The total cost for the furniture will be \$18,364.25 purchased under New York State Contract PC70228. This authorization reflects a change in price from \$18,407.10 to \$18,364.25 in regards to the flexible seating solutions referenced in the May 22, 2025 Board Authorization for the lower-level study area renovation. (Barone, Winowitch; unanimous)

On the Director's recommendation, the Board 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 at 30 Carrington Drive, East Northport NY 11731. The total cost to supply the units is \$101,506.00 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. This authorization reflects a change in price from \$91,878.00 to \$101,506.00 in regards to the portable Silen Study Pod Authorization approved at the May 22, 2025 Board of Trustees Meeting. (Winowitch, Tychnowicz; unanimous)

New Business

The Board reviewed the Organizational Chart.

Effective July 1, 2025, the Library will no longer be using the services of Janet Fernandez, CPA as its internal auditor. The library will engage Christina Bonomo, CPA P.C at 20 Baymens Court in Sayville, NY 11782. On the Director's recommendation, the Board approved the proposal for Internal Auditor/Accounting Services submitted by Christina Bonomo, CPA P.C. Christina Bonomo, CPA P.C proposed a quarterly retainer \$4625 totaling \$18,500 effective 7/1/2025-6/30/2026. (Tychnowicz, Winowitch; unanimous)

On the Director's recommendation, the Board approved Andrew Martingale representing the firm of Quatela Chimeri, PLLC at 888 Veterans Memorial Highway, Suite 530, Hauppauge, NY 11788, as library attorney at a rate of \$260.00 per hour. (Barone, Winowitch; unanimous)

On the Director's recommendation, the appointment of the firm of Rivkin Radler LLP, 926 RXR Plaza, Uniondale, NY 11556-0926 as library negotiator and employment attorney at the rate of \$240.00 per hour. (Winowitch, Tychnowicz; unanimous)

On the Director's recommendation, the Board approved the appointment of Nawrocki, Smith LLP as Library External Auditor for 2025/2026 at a fee not to exceed \$18,250 in accordance with the engagement letter. A separate engagement letter may be issued covering any additional services or fees. (Tychnowicz, Barone; unanimous)

On the Director's recommendation, the Board approved the appointment of Christina Bonomo, CPA P.C., as Internal Auditor for 2025/2026 at an annual cost of \$18,500. (Barone, Winowitch; unanimous)

On the Director's recommendation, the Board approved the appointment of Eric Hofmeister as Library Treasurer at the rate of \$400.00 per month. (Winowitch, Tychnowicz; unanimous)

On the Director's recommendation, the Board approved the designation of Dime Community Bank, 898 Veterans Memorial Highway, Suite 560, Hauppauge, NY 11788 and TD Bank, 155 Pinelawn Road, Melville, NY 11747, for savings, certificates of deposit, checking, and money market accounts. (Tychnowicz, Barone; unanimous)

On the Director's recommendation, the Board approved the following institutions as depositories of library funds for the purpose of investment: (1) Dime Community Bank, (2) JP Morgan Chase Bank, NA (3) JP Morgan Chase Investment Services Corp., NA (4) BNY Mellon, (5) Citibank, (6) TD Bank, (7) HSBC Bank USA, (8) Capital One, (9) United States Treasury. (Barone, Winowitch; unanimous)

In accordance with the Procurement Policy, the Board appointed Board members, Thomas Lohr and Robert Winowitch as authorized signers for the 2025/2026 fiscal year. (Longo, Barone; unanimous)

On the Director's recommendation, the appointment of Neely McCahey as Records Management Officer (RMO) in compliance with the New York State Department of Education, Office of Cultural Information, New York Archives. (Winowitch, Tychnowicz; unanimous)

On the Director's recommendation, the Board approved the following newspapers to be used officially at any time it appears to the advantage of the library to do so: (1) Islip Messenger – Messenger Papers, (2) Suffolk County News and (3) Long Island Advance – The Patchogue Advance. (Tychnowicz, Barone; unanimous)

On the Director's recommendation, the Board approved the appointment of Denise Scarbeck and Cara Perry as Innovative Coordinators each receiving a \$1,000.00 stipend. (Barone, Winowitch; unanimous)

The Board approved the designated Bills to be Paid out of Schedule for 2025/2026. (Tychnowicz Barone; unanimous)

On the Director's recommendation, the Board approved a payment to A.R. Kropp Co. & Sons at 30 Carrington Drive in East Northport, NY 11731 for \$50,753. The payment has been issued during the first check run in July 2025. The vendor required a 50% deposit to place the order of Silen Study Pods into production. A.R. Kropp Co. & Sons is a manufacturer authorized and preferred reseller of Silen Pods on Long Island, New York. Under Omnia Contract #07-71. (Winowitch, Tychnowicz; unanimous)

On the Director's recommendation the Board approved a 50% deposit payment to Goric Marketing Group USA, Inc. at 464 Common Street, Unit 148 in Belmont, MA 02478 for an amount of \$3,480. The vendor required a 50% deposit to place the order of a Winder Pump for Discovery Grove and the delivery will take will take 14-20 weeks. The 50% deposit payment had

been issued during the first check run in July 2025. (Tychnowicz, Barone; unanimous)

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

Other

The following was approved under Other Business.

On the Director's recommendation the Board approved the proposal to supply, deliver, and install study booths for the lower-level study area renovation. The furniture, manufactured by Arcadia, will be purchased through A.R Kropp CO. & Sons, a Service-Disabled Veteran Owned Small Business at 30 Carrington Drive, East Northport NY 11731. The total cost for the furniture will be \$109,074.70 under New York State Contract PC70163. This Authorization reflects a change in price from \$79,844.08 to \$109,074.70 in regards to the stationary booth seating solutions reference in the May 22, 2025 Board Authorization for the lower-level study area renovation. (Winowitch, Tychnowicz; unanimous)

The next Board Meeting will be held on Monday, August 18, 2025 at 3:00 p.m.

Executive Session

None

Personnel Report

The Board accepted the Civil Service forms (CS-150) for salary increases for all employees for 2025/2026. (Winowitch, Barone; unanimous)

Adjournment

The meeting was adjourned at 3:45 p.m. (Longo, Winowitch; unanimous)

Respectfully submitted,

Susan Tychnowicz