

**SACHEM PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
August 18, 2025  
3:00 P.M.**

*(Original Board Meeting date was scheduled for August 19, 2025)*

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

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. (Tychnowicz, Barone; unanimous)

**Public Expression/Participation**

None

**Minutes**

The Board approved the Minutes of the Regular Board Meeting on July 15, 2025. (Barone, Winowitch; unanimous)

**Treasurer's Report**

The Treasurer's Report for July 2025 in the amount of \$6,382,943.98 was approved. (Winowitch, Lohr; unanimous)

**Payroll and Related Expenses**

The Payroll and Related Expenses for July 2025 in the amount of \$666,184.66 were approved. (Lohr, Tychnowicz; unanimous)

Payroll Warrant #2 dated July 1, 2025 in the amount of \$35,396.40 was approved. (Tychnowicz, Longo; unanimous)

Payroll Warrant #3 dated July 3, 2025 in the amount of \$10,578.30 was approved. (Barone, Winowitch; unanimous)

Payroll Warrant #5 dated July 17, 2025 in the amount of \$172,843.72 was approved. (Winowitch, Lohr; unanimous)

Payroll Warrant #6 dated July 31, 2025 in the amount of \$22,365.69 was approved. (Lohr, Tychnowicz; unanimous)

The July 2025 Payroll Summary was approved. (Tychnowicz, Barone; unanimous)

### **Schedule of Bills**

The August 21, 2025 Schedule of Bills, warrant #4 in the amount of \$200,650.01 was approved. (Barone, Winowitch; unanimous)

### **Director's Report**

The Director thanked the Board members for rescheduling the August meeting from Tuesday to Monday. Ms. McCahey highlighted the upcoming Brookhaven Town Library Expo, which will held at the Brookhaven Town Hall on September 13, 2025. The event is organized in partnership with Brookhaven Town Clerk Kevin LaValle. It will also include participation from other area libraries. Ms. McCahey discussed the need for advocacy for funding from the Institute of Museum and Library Services (IMLS). This is a federal agency that supports libraries, museums, and related organizations nationwide through grants, research, and policy development. The Director thanked staff members for their quick responses during a recent medical emergency involving a young patron. The mother of the young lady thanked the staff and shared that her daughter is recovering. Ms. McCahey gave an update on building and grounds. She reported that the Hawkins Avenue property will require a new septic tank. She also stated that there have been ongoing issues with the library's fire alarm system. The fire alarm system is outdated and is in need of replacement. Ms. McCahey announced that a community survey will be conducted at the Holbrook Annual Carnival and the Farmingville Residence Day Event. It is a simple survey using iPads asking community members about their awareness of and experiences with the library's services.

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

The Board reviewed the Assistant Director's report with interest. Mrs. Stroh highlighted that the school-related outreach conducted during the previous school year was 20% of the total outreach statistics.

### **Library Statistics**

The Board reviewed all the library statistics with interest.

### **SCLS Board Report**

Mrs. Tychnowicz informed the Board that SCLS gave a presentation to their trustee group about available technology services. She also noted that preparations for the 2026 SCLS budget will begin next month.

### **Conference Reports**

The Board reviewed the ALA Conference reports with interest.

### **Old Business**

The Board approved the renewal of the Bulletin Board Policy. (Winowitch, Lohr; unanimous)

## **New Business**

The Board reviewed the of Community Involvement and Partnerships Policy. Grammatical revisions were noted. The Board will adopt the new policy at the September 16, 2025 Board Meeting.

The Board reviewed the revised Gifts and Donation Policy.

The Board reviewed the Equal Opportunity Employment Policy. The Board will adopt the new policy at the September 16, 2025 Board Meeting.

The Board reviewed the revised Social Media Policy and noted a change to be made.

The Board reviewed the revised Studio Policies. Grammatical revisions were noted.

The Board reviewed the revised Studio Service Fees and Limits.

The Board reviewed the revised Unattended Vulnerable Adult Policy.

The Board approved the Annual HVAC Maintenance Agreement. (Winowitch, Lohr; unanimous)

The Board decided to address the Sachem Public Library Closings for 2026 at the next Board meeting.

## **Other**

The Legislative Meeting with Assemblyman Smith. The date will be determined.

The next Board Meeting will be held on Tuesday, September 16, 2025 at 5:00 p.m.

The PLDA Fundraiser will be held on Monday, September 29, 2025 at the Vineyards in Aquebogue.

## **Correspondence**

A letter of resignation was received.

A letter from the Sachem PTA council was received.

## **Executive Session**

The Board adjourned into Executive Session at 4:02 p.m. to discuss the employment history of a particular person. (Barone, Winowitch; unanimous)

Regular Session resumed at 4:35 p.m.

### **Personnel Report**

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

### **Adjournment**

The meeting was adjourned at 4:35 p.m. (Longo, Tychnowicz; unanimous)

Respectfully submitted,

Susan Tychnowicz