

**SACHEM PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
OCTOBER 21, 2025 - 5:00 P.M.
AGENDA**

1. Call to Order
2. A Pledge of Allegiance
3. Adoption of the Agenda **(Motion)**
4. Public Expression/Participation
5. Guests: Joanne Ortiz, Coordinator of Finance and Christina Bonomo, Library's Internal Auditor
6. Presentation of Annual Audit by Nawrocki Smith LLP (upon arrival)
7. Approval of Minutes of the Regular Board Meeting on September 16, 2025 **(Motion)**
8. Approval of Minutes of the Executive Session on September 16, 2025 **(Motion)**
9. Approval of Treasurer's Report, September 2025 **(Motion)**
 - A. Review of Budget Status Report for September 2025
 - B. Approval of Payroll Expense Report, September 2025 **(Motion)**
 - C. Approval of Payroll Warrants: #10 **(Motion)**, #12 **(Motion)**
 - D. Approval of Payroll Summary, September 2025 **(Motion)**
 - E. Approval of Bills: Warrant #11 October 2025 **(Motion)**
10. Reports
 - A. Director's Report
 - B. Assistant Director's Report
 - C. Library Statistical Report
 - D. SCLS Board Report, Susan Tychnowicz
11. Old New Business
 - A. Approval of Revised Director Evaluation Procedure **(Motion)**
 - B. Review of Revised Confidentiality Policy
 - C. Review of Revised Meeting Room Policy and Regulations
 - D. Review of Revised Community Group Application for Meeting Room Use
12. New Business
 - A. Review of Community Resilience Policy
 - B. Review of Non-Emergency Text message Notifications
 - C. Equipment Disposal **(Motion)**
 - D. Approval of Early Closure **(Motion)**
 - E. Approval Request of Travel to the NYLA Conference **(Motion)**
 - F. Tentative 2026 Board of Trustees Meeting Dates and Review/Approval of Bills* **(Motion)**
 - G. Draft of SCLS Proposed 2026 Budget
 - H. SCLS PALS 2026 Proposed Budget Packet
13. Other
 - A. Next Board Meeting – Tuesday, November 18, 2025 at 5:00 p.m.
 - B. Staff Appreciation Luncheon –Tuesday, December 16, 2025
14. Executive Session (as needed) **(Motion)**
15. Personnel Report **(Motion)**
 - A. Director's Evaluation
16. Adjournment **(Motion)**

***PLEASE BRING YOUR PERSONAL CALENDARS FOR 2026 BOARD MEETINGS AND BILL SIGNINGS**