SACHEM PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
SEPTEMBER 16, 2025
5:00 P.M.

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 Susan Tychnowicz reviewed all warrants with the Director before having them presented to the Board for their approval.

The meeting was called to order at 5:08 p.m.

The meeting began with a pledge of allegiance.

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

Public Expression/Participation

None

Minutes

The Board approved the Minutes of the Regular Board Meeting on August 18, 2025. (Winowitch, Lohr; unanimous)

The minutes of an Executive Session on August 18, 2025 were approved. (Lohr, Tychnowicz; unanimous)

Treasurer's Report

The Treasurer's Report for August 2025 in the amount of $6,615,464.67 was approved. (Tychnowicz, Longo; unanimous)

Payroll and Related Expenses

The Payroll and Related Expenses for August 2025 in the amount of $660,176.71 was approved. (Barone, Winowitch; unanimous)

Payroll Warrant #7 dated August 14, 2025 in the amount of $185,526.91 was approved. (Winowitch, Lohr; unanimous)

Payroll Warrant #9 dated August 28, 2025 in the amount of $20,891.46 was approved. (Lohr, Tychnowicz; unanimous)

The August 2025 Payroll Summary was approved. (Longo, Barone; unanimous)

Schedule of Bills

The September 16, 2025 Schedule of Bills, warrant #8 in the amount of $199,086.34 was approved. (Barone, Winowitch; unanimous). Mrs. Barone asked about the surveying check issued for the Hawkins Avenue property. Ms. McCahey explained that a survey is necessary to determine the property lines due to the need for a new septic system.

Director's Report

The Board reviewed the Director's report with interest. A discussion took place regarding the Brookhaven Town Public Libraries Expo. Ms. McCahey stated that the event was a collaborative effort among 13 Brookhaven libraries. The event provided STEAM activities for all ages at Brookhaven Town Hall in Farmingville. She gave an update from the most recent Directors Brookhaven Zone meeting. She stated that the main topic of discussion was long-term budgeting for OverDrive. Ms. McCahey also announced that Sachem Public Library will celebrate its 110th Anniversary in 2026. Staff will be planning at least three major events: a Fall Festival, a Haunted Garden and Garden of Lights.

Assistant Director's Report

The Assistant Director reported to the Board about the Sustainable Library Initiative. The Board reviewed the quarterly sustainability report with interest. Mrs. Stroh report that staff took part in the Hydration Challenge and the Walktober Challenge. She also announced that the upcoming Staff Wellness Fair will be on October 21, 2026. It will feature representatives from EAP, Aflac, a nutritionist and a massage company. The fair will also include tabletop games, yoga sessions and local prepared food companies, who will provide food samples.

Library Statistics

The Board reviewed the library statistics with interest. Ms. McCahey reported that 75% of the community have library cards. She also stated that approximately 70,000 patron assists took place during June and July. She praised staff for their outreach efforts.

Old Business

The Board approved the Community Involvement and Partnerships Policy. (Winowitch, Lohr; unanimous)

The Board approved the revised Gifts and Donation Policy. (Lohr, Tychnowicz; unanimous)

The Board approved the Equal Opportunity Employment Policy. (Tychnowicz, Longo; unanimous)

The Board approved the revised Social Media Policy. (Barone, Winowitch; unanimous)

The Board approved the revised Studio Polices. (Winowitch, Lohr; unanimous)

The Board approved the revised Studio Service Fees and Limits. (Lohr, Tychnowicz; unanimous)

The Board approved the revised Unattended Vulnerable Adult Policy. (Tychnowicz, Barone; unanimous)

The Board approved the Library Closings 2026. (Barone, Winowitch; unanimous)

<u>New Business</u>

The Disposal of Equipment was approved. (Winowitch, Tychnowicz, Barone, Longo in favor; Lohr abstained).

On the Director's recommendation the Board approved the payment to AJC Land Surveying at 153 Wading River Manor Road, Manorville, NY 11949 for an amount of $750.00 to be paid with the first check run in the beginning of the month (September 2025). The vendor requires a 50% deposit to begin surveying work at the 328 Hawkins Avenue, Lake Ronkonkoma property. The remaining balance will be paid with the regular bill schedule. The final check to be released upon completion of the work. (Lohr, Longo; unanimous)

On the Director's recommendation the Board approved the attendance at the New York Library Association Conference in Saratoga Springs, NY for 4 staff members. Expenses include conference registration and hotel accommodations in an amount not to exceed $3,520.00. The NYLA conference will be held from November 4- November 8, 2025. (Barone, Winowitch; unanimous)

On the Director's recommendation the Board approved the attendance at the National Association for the Education of Young Children Conference in Orlando, FL for 1 staff member. Expenses include conference registration, transportation, and hotel accommodations in an amount not to exceed $1,855.00. The NAEYC conference will be held from November 18- November 22, 2025. (Winowitch, Lohr; unanimous)

On the Director's recommendation the Board approved the annual renewal of hardware and software maintenance with EnvisionWare, Inc. at 3820 Mansell Road in Alpharetta, GA 30022, in the amount of $10,673.67 (Tychnowicz, Barone, Winowitch, Longo in favor; Lohr abstained).

<u>Other</u>

The Board discussed and approved the time change for the December 16, 2025 Board Meeting. It will be changed from 5:00 p.m. to 3:00 p.m. (Lohr, Winowitch; unanimous)

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

The next Board Meeting will be held on Tuesday, October 21, 2025 at 5:00 p.m.

The Staff Appreciation Luncheon will be held on Tuesday, December 16, 2025.

Executive Session

The Board adjourned into Executive Session at 6:00 p.m. to discuss the employment history of a particular person. (Longo, Barone; unanimous)

Regular Session resumed at 6:27 p.m.

Personnel Report

The Personnel Report was approved. (Tychnowicz, Barone; unanimous)

The group discussed the Directors Evaluation Procedure.

Adjournment

The meeting was adjourned at 6:31 p.m. (Longo, Winowitch; unanimous)

Respectfully submitted,

Susan Tychnowicz