

**SACHEM PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
October 21, 2025
5:00 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 October 21, 2025 board meeting and was formally excused.

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 5:05 p.m.

The meeting began with a pledge of allegiance.

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

Public Expression/Participation

Anthony Bliss, Department Head of the Studio Department, Joanne Ortiz, Coordinator of Finance and Christina Bonomo, Library's Internal Auditor attended the Board Meeting as guests.

Presentation

Ms. McCahey introduced Mr. John Castles from Nawrocki, Smith LLP and the guests to the Library Board of Trustees. Mr. Castles introduced himself and reviewed the annual auditor's report for the 2024/2025 fiscal year and found everything in order. There were no recommendations to the Library Board. He stated the library is running efficiently and effectively. Mr. Castles thanked the Board and complimented Joanne Ortiz, Christina Bonomo and the Administrative staff for their assistance and thorough preparation of the library audit. The Board and Ms. McCahey thanked Mr. Castles for spending the time to review the annual audit. The Board and Ms. McCahey also thanked Joanne Ortiz and Christina Bonomo for their thorough preparation of the library audit.

Minutes

The Board approved the Minutes of the Regular Board Meeting on September 16, 2025. (Barone, Winowitch; unanimous)

The minutes of the Executive Session of the September 16, 2025 Board Meeting were approved. (Winowitch, Tychnowicz; unanimous)

Treasurer's Report

The Treasurer's Report for September 2025 in the amount of \$6,777,527.79 was approved. (Tychnowicz, Longo; unanimous)

Payroll and Related Expenses

The Payroll and Related Expenses for September 2025 in the amount of \$660,812.29 were approved. (Barone, Winowitch; unanimous)

Payroll Warrant #10 dated September 11, 2025 in the amount of \$175,605.42 was approved. (Winowitch, Longo; unanimous)

Payroll Warrant #12 dated September 25, 2025 in the amount of \$32,790.28 was approved. (Longo, Barone; unanimous)

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

Schedule of Bills

The October 21 2025 Schedule of Bills, warrant #11 in the amount of \$549,567.28 was approved. (Winowitch, Longo; unanimous)

Director's Report

The Board reviewed the Director's report with interest. Ms. McCahey stated that Discovery Grove is in the process of revising its hours of operation. She also informed the Board about a suspended patron.

Assistant Director's Report

Mrs. Stroh's report was reviewed by the Board. She reported that the final steps toward completing the sustainability certification are nearly finished. In her update, she discussed the two outdoor spaces, Inside Out and Discovery Grove. Both spaces have a significant increase in outdoor visits.

Library Statistics

The Board reviewed all the monthly statistics with interest.

SCLS Board Report

Mrs. Tychnowicz gave an update from the last SCLS Board meeting. She stated that SCLS presented its draft budget for the upcoming fiscal year and noted that three trustee terms will be expiring. She also emphasized the ongoing need for additional state support for libraries.

Old Business

The Board approved the revised Director's Evaluation Procedure. (Barone, Winowitch; unanimous)

The Board reviewed the revised Confidentiality Policy.

The Board reviewed the revised Meeting Room Policy and Regulations.

The Board reviewed the revised Community Group Application for Meeting Room Use.

New Business

The Board reviewed the Community Resilience Policy.

The Board reviewed the Non-Emergency Text message Notifications.

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

On the Director's recommendation the Board of Trustees approved the closing at 4:00 p.m. on Saturday, December 6, 2025 to prepare for a nighttime event that begins at 5:00 p.m., the library's Night Market. The library will reopen the following day on Sunday, December 7, 2025 for normal scheduled hours of 12:00 p.m. - 4:00 p.m. (Barone, Winowitch; unanimous)

On the Director's recommendation the Board of Trustees approved the attendance at the New York Library Association Conference in Saratoga Springs, NY to Neely McCahey, Director. Expenses will include conference registration and hotel accommodations in an amount not to exceed \$365.00. The NYLA conference will be held from November 4 - November 8, 2025. (Winowitch, Tychnowicz; unanimous)

The Board approved the dates for the 2026 monthly Board of Trustees meetings and determined the rotation for monthly signing of bills. The date for the February Board meeting was decided on February 24, 2026. (Longo, Barone; unanimous)

The SCLS Proposed 2026 Budget draft was presented to the Board for review. The Board will vote on the final version of the budget at the November Board meeting.

The Board reviewed the SCLS PALS 2026 Proposed Budget Packet.

Other

The next Board meeting will be held on Tuesday, November 18, 2025 at 5:00 p.m.

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

Executive Session

The Board adjourned into Executive Session at 6:12 p.m. to discuss employment history of a particular person. (Winowitch, Lohr; unanimous)

Personnel Report

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

Adjournment

The meeting was adjourned at 6:42 p.m. (Winowitch, Barone; unanimous)

Respectfully submitted,

Susan Tychnowicz