

**SACHEM PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
NOVEMBER 18, 2025
5:00 P.M.**

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

Diane Longo informed the trustees that she would not be available for the November 18, 2025 board meeting and was formally excused.

The Board members previewed the board meeting items on the agenda electronically prior to the meeting. Trustee Marguerite Barone reviewed all warrants with the Director before being 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. (Tychnowicz, Barone; unanimous)

Public Expression/Participation

None

Guest

Kelly Sulima, Librarian III, Community Engagement Coordinator, attended the Board meeting as a guest. She delivered a presentation highlighting her work with the local community. Kelly collaborates with schools at every grade level and partners with the Towns, Local Fire Departments and the local Chamber of Commerces throughout the library district to support various events. The outreach efforts help establish Sachem Public Library as a vital part of the community. The Board appreciated her presentation and thanked her for the hard work she contributes to the library.

Minutes

The Board approved the Minutes of the Regular Board Meeting held on October 21, 2025. (Winowitch, Lohr; unanimous)

The minutes of the Executive Session of the October 21, 2025 Board meeting were approved. (Lohr, Tychnowicz; unanimous)

Treasurer's Report

The Treasurer's Report for October 2025 in the amount of \$6,569,085.25 was approved. (Tychnowicz, Barone; unanimous)

The Board reviewed the Budget Status report for October 2025.

The Board reviewed the revised Budget Status report for June 2025.

Payroll and Related Expenses

The Payroll and Related Expenses for October 2025 in the amount of \$677,328.46 was approved. (Barone, Winowitch; unanimous)

Payroll Warrant #13 dated October 1, 2025 in the amount of \$33,300.00 was approved. (Winowitch, Lohr; unanimous)

Payroll Warrant #14 dated October 9, 2025 in the amount of \$168,988.24 was approved. (Lohr, Tychnowicz; unanimous)

Payroll Warrant #16 dated October 23, 2025 in the amount of \$21,620.21 was approved. (Tychnowicz, Winowitch; unanimous)

The October 2025 Payroll Summary was approved. (Lohr, Tychnowicz; unanimous)

Schedule of Bills

The November 18, 2025 Schedule of Bills, warrant #15 in the amount of \$173,954.70 was approved. (Tychnowicz, Winowitch; unanimous)

Director's Report

The Board reviewed the Director's report with interest. Ms. McCahey gave an update on Discovery Grove's operational hours and stated that an awareness campaign is being planned to highlight the limited times the space will be open. She also reported on the Haunted Garden, explaining that any inquiries about why it did not take place this year were simply answered that it will return next year in celebration of the Library's 110th Anniversary. The team is now preparing for the Garden of Lights event. She also gave the dates of the Garden of Lights event and the Holiday Night Market event will feature musical performances, ice sculpting, and food trucks and many vendors. The new Polaris vehicle will be featured within the community and used as light show to provide advertising for the event. Ms. McCahey gave an update on the Board on building renovations. The poles at the front and south side of the building, which had rusted and were covered in old white paint, have been refurbished and painted black. The delivery of the study pod furniture has been delayed. The group also discussed the October 22nd Meet the Candidate Night and the use of a library community room. Ms. McCahey further reported that the passport agency is reviewing whether the Library qualifies as an acceptable

service site and more information will be shared as it becomes available. She also stated that member library Directors have agreed beginning January 1, 2026 to adjust download borrowing limits from 5 to 4 “holds” and borrowing limits from 7 to 6 “ for checkouts” in an effort to better manage costs and increase circulation.

Assistant Director’s Report

Mrs. Stroh reported to the Board about the Digital Literacy statistics which have shown steady growth over the past three years, with group sessions increasing from year-to-year and one-on-one sessions rising in that same period. This continued growth reflects the library’s commitment to providing patrons with up-to-date technology training through a combination of group classes and personalized one-on-one support across all departments.

Library Statistics

The Board reviewed all the library statistics with interest.

SCLS Board Report

Mrs. Tychnowicz distributed an interesting article from Live-brary.com titled “*Thousands of Young Readers Join the Public Libraries of Suffolk County Summer Reading Initiatives.*” She also gave an update on the trustees who will be resigning and those who will be running for the SCLS Board. She stated that the SCLS Director had his evaluation. Mrs. Tychnowicz noted that SCLS has requested Baker & Taylor to preserve the last 20 years of member library account records in a digital format, as the company is no longer in business and had been the primary supplier of library materials.

Old Business

The Board approved the Proposed FY2026 SCLS Operating Budget. (Tychnowicz, Barone; unanimous)

The Board approved the SCLS Proposed Live-brary.com Download Costs for 2026. (Winowitch, Lohr; unanimous)

The Board approved the revised Confidentiality Policy. (Lohr, Tychnowicz; unanimous)

The Board approved the revised Meeting Room Policy and Regulations. (Tychnowicz, Barone; unanimous)

The Board approved the revised Community Group Application for Meeting Room Use. (Winowitch, Lohr; unanimous)

The Board approved the revised Community Resilience Policy. (Lohr, Tychnowicz; unanimous)

New Business

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

The Board reviewed the Workplace Safety Manual. The Board thanked the Safety Committee for the work putting together the manual.

Other

The Holiday Lights will be held December 3rd - 6th, 10th - 12th 2025 from 5:30 p.m. to 8:30 p.m.

The Holiday Night Market will be held Saturday, December 6, 2025 from 5:00 p.m. to 8:00 p.m.

The Director reminded the Board that the Staff Appreciation Luncheon will be held on Tuesday, December 16, 2025.

The next Board Meeting will be held on Tuesday, December 16, 2025 at 3:00 p.m.

Executive Session

None

Personnel Report

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

Adjournment

The meeting was adjourned at 6:26 p.m. (Tychnowicz, Winowitch; unanimous)

Respectfully submitted,

Susan Tychnowicz