

**SACHEM PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
March 17, 2026**

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

Marguerite Barone informed the trustees that she would not be available for the March 17, 2026 Board Meeting and was formally excused.

The Board members previewed the Board Meeting items on the agenda electronically. Trustee Thomas Lohr reviewed all warrants with the Director before having them presented to the Board for their approval

The meeting was called to order at 5:04 p.m.

The meeting began with a Pledge of Allegiance.

The Board adopted the agenda with an addition under Other. (Longo, Winowitch; unanimous)

Public Expression/Participation

None

Librarian I Andrew Tarantowicz delivered a presentation on the upper-level renovations. The Director and Board members thanked him for his presentation.

Minutes

The Board approved the Minutes of the Regular Board Meeting on February 24, 2026. (Lohr, Tychnowicz; unanimous)

Treasurer's Report

The Treasurer's Report for February 2026 in the amount of \$5,834,405.39 was approved. (Tychnowicz, Winowitch; unanimous)

Payroll and Related Expenses

The Payroll and Related Expenses for February 2026 in the amount of \$644,729.65 were approved. (Winowitch, Lohr; unanimous)

Payroll Warrant #28 dated February 12, 2026 in the amount of \$2,291.65 was approved. (Tychnowicz, Winowitch; unanimous)

Payroll Warrant #29 dated February 26, 2026 in the amount of \$27,699.58 was approved. (Longo, Winowitch; unanimous)

The February 2026 Payroll Summary was approved. (Winowitch, Tychnowicz; unanimous)

Schedule of Bills

The March 17, 2026 Schedule of Bills, warrant #30 in the amount of \$363,137.37 was approved. (Tychnowicz, Longo; unanimous)

Director's Report

The Board reviewed the Director's report with interest. Ms. McCahey presented a draft outline of the Strategic Plan for 2026–2031. She will provide the Board with sections of the plan for review and feedback. Ms. McCahey reported that the Sachem Library TikTok and additional social media accounts have gone live. She noted that the SCLS Director's Administrative class was recently held at the Sachem Public Library. The Board was informed of upcoming staff meetings, which will go over the library's proposed budget. The proposed budget is now available on the library's website and is ADA compliant, allowing community members to access it using a screen reader. A discussion was held regarding the new VEGA system, which is an integrated library software.

Quarterly Sustainability Report

Mrs. Stroh gave an update on the quarterly sustainability initiative to the Board. She reported on utility consumption, sustainability progress and programming highlights. She stated that the report had been submitted, and the final step will be the creation of a video and it will also be posted on the website.

Library Statistics

The Board reviewed all the library statistics with interest.

SCLS Board Report

Ms. Tychnowicz reported on the February SCLS Board meeting. She stated that 250 advocates from 50 states attended National Library Legislative Day, including 14 members from the New York State delegation. The first day focused on briefings, meetings, and networking, while the second day involved meetings with aides to U.S. senators. She also reported that one of the primary discussions was the Institute of Museum and Library Services. Another discussion took place concerning the role of libraries as passport acceptance facilities. Ms. Tychnowicz announced that Janet O'Hare of the Riverhead Library was nominated and sworn in to represent Riverhead and Southold on the SCLS Board. She also stated she was given information

regarding contracts distributed to the six school districts that receive library services through SCLS.

Old Business

The Board approved the Retention and Disposition Policy. (Tychnowicz, Longo; unanimous)

New Business

The Board reviewed the Security Camera Policy.

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

On the Director's recommendation the Board of Trustees approved the annual contract for AfterDark Landscape Lighting Inc. 273 Walt Whitman Road, Suite 347 Huntington Station 11746, for the low voltage landscape lighting service agreement. This agreement, covering Inside/Out and the Front Entrance Plaza, will runs from January 1, 2026 through December 31, 2026 at a cost of \$12,400.00. (Lohr, Tychnowicz; unanimous)

On the Director's recommendation the Board of Trustees approved attendance at the PLA Conference in Minneapolis, MN for four full-time librarians. Expenses include conference registration, hotel accommodations, air fare, and car travel in an amount not to exceed \$7,710.00. The PLA conference will be held from April 1-3, 2026. (Tychnowicz, Longo; unanimous)

The Board of Trustees of the Sachem Public Library authorized proceeding with the Studio Renovation project, and further authorized the use of funds assigned for Capital Improvements to facilitate implementation. (Winowitch, Lohr; unanimous)

The Board approved the following State Environmental Quality Review Act Resolution.

WHEREAS, the Board of Trustees of the Sachem Public Library desires to embark upon the following capital improvements at the Library's facility: (1) interior renovations to expand the Studio Space including, but not limited to, the following: enclosed multimedia classroom, operable wall/ doors into work area, space for new and existing equipment, work counters/ tables, booth/media room, storage space and cabinets, associated HVAC work and equipment, associated plumbing work and equipment, associated electrical work and devices, and fire alarm at the Sachem Public Library; (hereinafter collectively referred to as the "Project"); and

WHEREAS, the Project is subject to classification under the State Environmental Quality Review Act (SEQRA); and

WHEREAS, the Library has retained the services of J.C. Broderick & Associates, Inc., ("J.C.Broderick") to review and analyze, among other things, the scope of the Project, and make a recommendation as to the Project's proper classification under SEQRA; and

WHEREAS, J.C. Broderick has opined that the Project is a Type II Action, as it falls under the enumerated actions in 6 NYCRR 617.S(c)(1), (2), (10) and (31); and

WHEREAS, the SEQRA Regulations declare Type II Actions to be actions that have no significant impact on the environment as a matter of law, and require no further review under SEQRA.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees hereby declares itself lead agency in connection with the requirements of the State Environmental Quality Review Act; and

BE IT FURTHER RESOLVED, that the Board of Trustees has examined all information related to the Project and accepts J.C. Broderick's recommendation that the Project is classified as a Type II Action pursuant to Sections 617.5(c)(1), (2), (10) and (31) of the SEQRA Regulations, and hereby declares the Project a Type II Action; and

BE IT FURTHER RESOLVED, that the Board of Trustees shall forward an official copy of this Resolution to the New York State Education Department, if legally required by the Office of Facilities Planning or other State agency. (Lohr, Tychnowicz; unanimous)

On the Director's recommendation the Board of Trustees approved the purchase of six portable study pods manufactured by Silen. The study pods will be purchased through A.R Kropp CO. & Sons, a Service-Disabled Veteran Owned Small Business, 30 Carrington Drive, East Northport NY 11731. The total cost to supply the units will be \$137,183.00 under Omnia contract #07-71. A.R. Kropp CO. & Sons is a manufacturer authorized and preferred reseller of Silen pods on Long Island, New York. (Lohr, Tychnowicz; unanimous)

On the Director's recommendation the Board of Trustees approved the proposal for site work in regards to the receiving, delivery, and installation of 6 Silen study pods. The site work will be handled by A.R Kropp CO. & Sons, a Service-Disabled Veteran Owned Small Business, 30 Carrington Drive, East Northport NY 11731. The total cost is \$21,700.00 under Omnia contract #07-71. A.R. Kropp CO. & Sons is a manufacturer authorized and preferred reseller of Silen pods on Long Island, New York. (Winowitch, Tychnowicz; unanimous)

On the Director's recommendation the Board of Trustees approved the proposal to supply, deliver, and install stationary and flexible seating solutions for the Loft and upper-level study area renovation. The furniture will be purchased through A.R Kropp CO. & Sons, a Service-Disabled Veteran Owned Small Business, 30 Carrington Drive, East Northport NY 11731. The total cost for the furniture will be \$143,348.33. The stationary seating solutions will be manufactured by Arcadia with a total cost of \$126,907.00 under New York State Contract PC70163. The flexible seating solutions will be manufactured by KI with a total cost of \$16,441.33 under New York State Contract PC70228. (Longo, Winowitch; unanimous)

The Board approved the NYSED Studio Submission Documents. (Winowitch, Lohr; unanimous)

Other

The following was discussed and approved:

The Board approved the NYS Report for 2025. (Longo, Winowitch; unanimous)

The Budget Hearing will be held on Tuesday, March 31, 2026 in the Children’s Program Room at 5:00 p.m.

The Budget Vote and Trustee Election will be held on Tuesday, April 14, 2026 from 9:30 a.m. to 8:00 p.m.

The Sachem Education Foundation Gala will be held on Wednesday, April 15, 2026.

The next Board Meeting will be held on Tuesday, April 21, 2026, 5:00 p.m.

The Long Island Library Conference will be held on Thursday, May 14, 2026 at the Melville Marriot.

The Reflections Art Exhibit will be held on Friday, May 15, 2026.

The Sachem Library’s 110th Anniversary Spring Fest will be held on Saturday, May 16, 2026.

Executive Session

The Board adjourned into Executive Session at 6:14 p.m. to discuss employment history of a particular person (Lohr, Tychnowicz; unanimous)

Personnel Report

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

Adjournment

The meeting was adjourned at 6:41 p.m. (Winowitch, Lohr; unanimous)

Respectfully submitted,

Susan Tychnowicz