

**SACHEM PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
MAY 26, 2026
5:00 P.M.**

(Original date was set for May 19, 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.

The Board members previewed the board meeting items on the agenda electronically prior to the meeting. Trustee Robert Winowitch reviewed all warrants with the Director before having them presented to the Board for their approval.

The meeting was called to order at 5:10 p.m.

The meeting began with a Pledge of Allegiance followed by a Moment of Silence in Honor of Marguerite Barone.

The Board adopted the agenda with two additions. An additional item under Other; Delayed Opening on June 20, 2026 and an additional Personnel Report. (Winowitch, Lohr; unanimous)

Public Expression/Participation

None

Minutes

The Board approved the Minutes of the Regular Board Meeting on April 21, 2026. (Lohr, Tychnowicz; unanimous)

Treasurer's Report

The Treasurer's Report for April 2026 in the amount of \$5,977,167.32 was approved. (Tychnowicz, Longo; unanimous)

Payroll and Related Expenses

The Payroll and Related Expenses for April 2026 in the amount of \$712,542.47 were approved. (Lohr, Tychnowicz; unanimous)

Payroll Warrant #33 dated April 1, 2026 in the amount of \$45,236.10 was approved. (Tychnowicz, Longo; unanimous)

Payroll Warrant #35 dated April 9, 2026 in the amount of \$190,195.56 was approved. (Longo, Tychnowicz; unanimous)

Payroll Warrant #37 dated April 23, 2026 in the amount of \$29,317.51 was approved. (Lohr, Tychnowicz; unanimous)

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

Schedule of Bills

The May 26, 2026 Schedule of Bills, warrant #36 in the amount of \$289,288.04 was approved. (Lohr, Tychnowicz; unanimous)

Director's Report

The Board reviewed the Director's report with interest. Ms. McCahey announced to the Board that the Brush and Ink Reception will be at 7:00 p.m. on Friday, May 29, 2026 and will have a dedication in the issue in memory of Marguerite Barone. Ms. McCahey thanked the Board members who attended the Sachem Education Foundation Gala. Ms. McCahey also reported to the Board that the NYLA Executive Director invited her and the Assistant Director to present at the next NYLA conference. It will be a three-hour session discussing "Difficult Conversations." Both Ms. McCahey and Mrs. Stroh are excited about the opportunity. Ms. McCahey stated that the Sachem School District budget vote passed along with the Historical Society proposition. Ms. McCahey followed up with the Board about the using better signage during the Budget Vote to improve clarity.

Assistant Director's Report

The Board reviewed the Assistant Director's report with interest. She reported on streamlining incident tracking and reporting. She stated that she would like to visit the Brentwood library to review their library incident tracking/reporting software and to evaluate whether to adopt a similar tool at the Sachem Library.

Library Statistics

The Board reviewed all the library statistics with interest. The group noticed a decrease in database usage last month.

SCLS Board Report

Ms. Tychnowicz informed the Board that New York State continues to negotiate the budget in Albany long after the deadline. The SCLS audit has been completed. The American Library Association shared that a federal court granted the federal administration's request to withdraw its approval of a judge's earlier ruling that struck down the administration's dismantling of the Institute of Museums and Library Services. She also stated that 35 member libraries already had their budget vote and all were successful; over 1/3 reported that they exceeded the tax cap this year.

Conference Reports

The Board reviewed the PLA Conference reports with interest.

Old Business

On the Director's recommendation the Board of Trustees approved the revised proposal from 3/17/2026 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 \$150,708.13. The stationary seating solutions will be manufactured by Arcadia with a total cost of \$134,266.80 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. This motion was previously authorized on March 17, 2026. Due to a change order and updated wiring requirements for the stationary seating solutions the cost had increased. The previous

total of \$126,907.00 for the stationary seating solutions by Arcadia had increased to \$134,266.80. (Winowitch, Lohr; unanimous)

On the Director's recommendation the Board of Trustees approved a 2-year contract, April 21, 2026 to November 30, 2027, for landscaping services as advertised in the Sachem Public Library Notice to Bidders – Landscaping Services advertised on April 2nd, 2026. Louis Barbato Landscaping was the lowest responsible bidder meeting specifications pursuant to the terms of the bid. The total cost for the first year is \$20,933.00 and the total cost for the second year is \$21,770.00. The following is the resolution for the motion:

WHEREAS, the Library solicited bids for landscaping services by publishing a Legal Notice on April 2, 2026, with bid specifications available from the Director's Office on or after April 3, 2026, and with bids received and publicly opened and read aloud on April 17, 2026;

WHEREAS, two bids were received and submitted as follows:

Louis Barbato Landscaping, Inc.:

Year 1 (June 1, 2026 - May 31, 2027): \$20,933.00;

Year 2 (June 1, 2027 - May 31, 2028): \$21,770.00;

Year 3 (June 1, 2028 - May 31, 2029): \$22,423.00.

Del Graz Enterprises, Inc.:

Year 1 (June 1, 2026 - May 31, 2027): \$35,500.00;

Year 2 (June 1, 2027 - May 31, 2028): \$36,387.50;

Year 3 (June 1, 2028 - May 31, 2029): \$37,297.19.

WHEREAS, the bid specifications afforded the Board of Trustees the discretion to award a contract for a term of one (1), two (2), or three (3) years;

WHEREAS, the Library's review of the bid documents and a reference check determined that Louis Barbato Landscaping, Inc. meets all bid requirements and is a reputable landscaping company with relevant experience;

NOW THEREFORE, BE IT RESOLVED, that the Board awards the contract for landscaping services for the two-year term commencing June 1, 2026 and ending May 31, 2028 to "Louis Barbato Landscaping, Inc." ("Barbato") as the lowest responsible bidder meeting specifications, for a total contract amount of \$42,703.00, subject to the execution of a contract between the Library and Barbato;

BE IT FURTHER RESOLVED that Director Neely McCahey is authorized to execute the contract on behalf of the Board of Trustees and to issue the necessary letter of intent/notice to proceed to Barbato. (Lohr, Tychnowicz; unanimous)

The Board reviewed the Display and Exhibit Policy.

The Board reviewed the Exhibitor's Agreement and Release Form.

New Business

The Board reviewed the Study Space Guidelines.

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

On the Director's recommendation the Board approved the attendance at the following conferences for 2026-2027. Seven attendees to NYLA conference in Saratoga Springs, NY, November 4-7, 2026. One attendee to Computers in Libraries conference in Arlington, VA, March 16-18, 2027. One attendee to IUG conference in Boston, MA, April 1-3, 2027. One attendee to ALA conference in New Orleans, LA, June 24-29, 2027. (Lohr, Tychnowicz; unanimous)

On the Director's recommendation the Board approved the annual renewal subscription for Adobe Creative Cloud, Adobe Acrobat. The software will be purchased from Adobe at 345 Park Avenue, San Jose, CA 95110 for \$37,522.44. (Tychnowicz, Winowitch, Longo motioned, Lohr abstained)

On the Director's recommendation the Board approved the purchase of four Lenovo Laptops to serve as creation stations in the Studio. The laptops will be purchased through Lenovo, 8001 Development Drive in Morrisville, NC 27560. The total cost to supply the units are \$10,860.00 under Omnia Contract CUSNP221-OmniaPartners (NCPA)-01-146. Three quotes were secured and Lenovo came in at the lowest price per unit for this specification of machine. (Winowitch, Tychnowicz, Longo motioned, Lohr abstained)

Other

The following was approved under other:

On the Director's recommendation the Board approved a delayed opening on Saturday, June 20, 2026 for the purpose of parking lot sealing and striping. The library will open to staff at 1:00 p.m. and to the public at 1:30 p.m. (Longo, Winowitch; unanimous)

The next Board Meeting will be held on Tuesday, June 16, 2026 at 3:00 p.m.

Executive Session

The Board adjourned into Executive Session at 6:02 p.m. to discuss collective negotiations pursuant to Article Fourteen of the Civil Service Law. (Longo, Tychnowicz; unanimous)

Regular session resumed at 7:00 p.m.

Personnel Report

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

The Board approved the additional Personnel Report. (Winowitch, Lohr; unanimous)

Adjournment

The meeting was adjourned at 7:01 p.m. (Winowitch, Lohr; unanimous)

Respectfully submitted,

Susan Tychnowicz