

**SACHEM PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING**

July 21, 2026

3:00 P.M.

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

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

The meeting was called to order at 3:07 p.m.

The meeting began with a Pledge of Allegiance.

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

Public Expression/Participation

None

Thomas Lohr was sworn in as an elected trustee for a five-year term from July 1, 2026 to June 30, 2031.

Erica Hartmann was sworn in on an earlier date as a trustee for a one-year term from July 1, 2026 to June 30, 2027.

Ms. McCahey was sworn in on an earlier date as Director for a one-year term from July 1, 2026 to June 30, 2027.

Mr. Hofmeister was sworn in on an earlier date as Library Treasurer for a one-year term from July 1, 2026 to June 30, 2027.

The rotation of officers was recognized with Susan Tychnowicz named as President for the period of July 1, 2026 to June 30, 2027 and Thomas Lohr was named as Vice President for the period of July 1, 2026 to June 30, 2027. (Longo, Winowitch; unanimous)

The floor opened for nominations for the position of Secretary. Thomas Lohr made a motion to nominate Robert Winowitch for Secretary of the Sachem Public Library Board of Trustees for the period of July 1, 2026 to June 30, 2027. Susan Tychnowicz seconded the motion. The motion was carried unanimously.

Minutes

The Board approved the Minutes of the Regular Board Meeting on June 16, 2026. (Longo, Winowitch; unanimous)

The minutes of the Executive Session of the June 16, 2026 Board meeting were approved. (Winowitch, Lohr; unanimous)

Treasurer's Report

The Treasurer's Report for June 2026 in the amount of \$5,947,875.87 was approved. (Lohr, Hartmann; unanimous)

Payroll and Related Expenses

The Payroll and Related Expenses for June 2026 in the amount of \$669,552.49 were approved. (Hartmann, Tychnowicz; unanimous)

Payroll Warrant #41 dated June 4, 2026 in the amount of \$11,523.86 was approved. (Longo, Winowitch; unanimous)

Payroll Warrant #42 dated June 18, 2026 in the amount of \$206,251.43 was approved. (Winowitch, Lohr; unanimous)

The June 2026 Payroll Summary was approved. (Lohr, Hartmann; unanimous)

Schedule of Bills

The July 21, 2026 Schedule of Bills, warrant #1 in the amount of \$497,611.95 was approved. (Tychnowicz, Hartmann; unanimous)

Director's Report

The Board reviewed the Director's Report with interest. Ms. McCahey showed a picture of members of the Library Programs and Newsletter team wearing bucket hats, which were given as the Summer Reading Club sign-up prize. Ms. McCahey included an updated draft of the three-year Strategic Plan. She stated that the final version will be ready for review at the August Board meeting. A discussion took place regarding the Adult Battle of the Books event. The event was well organized and well received. Ms. McCahey reported that the Lake Ronkonkoma Historical Society recently celebrated its 50th anniversary. She also informed the Board that the Sachem Public Library's America 250th Celebration Tea will take place on July 25, 2026, and that the library anticipates that it will be a popular event. Ms. McCahey reported that SCLS conducted a Museum Pass survey to explore ways to make coordinated ordering more accessible for smaller member libraries. Ms. McCahey stated that the construction grant for the makerspace process is underway and that the makerspace renovations are scheduled to begin next week.

Assistant Director's Report

The Board reviewed the Assistant Director's Report with interest. Mrs. Stroh compared the downloadable materials and physical circulation. She stated that downloadable circulation continues to increase while physical circulation has declined. However, physical circulation remains higher than downloadable circulation overall.

Library Statistics

The Board reviewed the library statistics with interest. Ms. McCahey reported that 79% of the district's population are cardholders.

SCLS Board Report

Ms. Tychnowicz reported that the SCLS Board observed a moment of silence for Marguerite Barone at its last meeting. She stated that Mrs. Barone was recognized for her strong advocacy for education and learning, as well as her friendship to all at the SCLS whom she worked with. Ms. Tychnowicz also reported that SCLS is working with NYLA during July to create an advocacy agenda for the 2026/2027 New York State legislative session. It will include issues and challenges facing libraries and will plan to discuss with library leaders and advocates in Albany. The first draft of the SCLS 2027 budget will be reviewed at the September meeting. Ms. Tychnowicz also reported that the PLDA Annual Golf Outing will be held on September 28, 2026, at The Vineyards Golf Club in Riverhead. There is no August meeting.

Old Business

On the Director's recommendation, the Board of Trustees to adopted the following resolution:

WHEREAS, pursuant to an architectural/engineering proposal dated April 10, 2026 Sachem Public Library shall proceed with a renovation project within the library's main building at 150 Holbrook Road, Holbrook, NY; and

WHEREAS it is the intention of the Board of Trustees that this renovation will provide the library a designated makerspace as well as a multimedia classroom in an effort to expand the current studio makerspace and offer additional patron-focused classes, services, and collaborative spaces; and

WHEREAS the Board of Trustees wishes to designate and set aside the funds from which the purchase and installation expenses will be paid.

NOW THEREFORE, be it resolved that the project cost of \$813,000.00 to renovate and create the makerspace and multimedia classroom inside the main building, shall be paid from the Capital Improvements and Unassigned Fund Balances. (Winowitch, Lohr; unanimous)

New Business

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

The Board reviewed the Organizational Chart.

On the Director's recommendation, the Board approved Andrew Martingale representing the firm of Quatela Chimeri, PLLC at 888 Veterans Memorial Highway, Suite 530, Hauppauge, NY 11788, as library attorney at a rate of \$270.00 per hour. (Longo, Winowitch; unanimous)

On the Director's recommendation, the Board approved the appointment of the firm of Rivkin Radler LLP, 926 RXR Plaza, Uniondale, NY 11556-0926 as library negotiator and employment attorney at the rate of \$235.00 per hour. (Winowitch, Lohr; unanimous)

On the Director's recommendation, the Board approved the appointment of Nawrocki, Smith LLP as Library External Auditor for 2026/2027 at a fee not to exceed \$19,000 in accordance with the engagement letter. A separate engagement letter may be issued covering any additional services or fees. (Lohr, Hartmann; unanimous)

On the Director's recommendation, the Board approved the appointment of Christina Bonomo, CPA P.C., as Internal Auditor for 2026/2027 at an annual cost of \$18,500. (Hartmann, Tychnowicz; unanimous)

On the Director's recommendation, the Board approved the appointment of Eric Hofmeister as Library Treasurer at the rate of \$400.00 per month. (Tychnowicz, Longo; unanimous)

On the Director's recommendation, the Board approved the designation of Dime Community Bank, 898 Veterans Memorial Highway, Suite 560, Hauppauge, NY 11788 and TD Bank, 155 Pinelawn Road, Melville, NY 11747, for savings, certificates of deposit, checking, and money market accounts. (Longo, Winowitch; unanimous)

On the Director's recommendation, the Board approved the following institutions as depositories of library funds for the purpose of investment: (1) Dime Community Bank, (2) JP Morgan Chase Bank, NA, (3) JP Morgan Chase Investment Services Corp., NA (4) BNY Mellon, (5) Citibank, (6) TD Bank, (7) HSBC Bank USA, (8) Capital One, (9) United States Treasury. (Winowitch, Lohr; unanimous)

In accordance with the Procurement Policy, the Board appointed Board members, Diane Longo and Erica Hartmann as authorized signers for the 2026/2027 fiscal year. (Tychnowicz, Lohr; unanimous)

On the Director's recommendation, the appointment of Neely McCahey as Records Management Officer (RMO) in compliance with the New York State Department of Education, Office of Cultural Information, New York State Archives. (Tychnowicz, Longo; unanimous)

On the Director's recommendation, the Board approved the following newspapers to be used officially at any time it appears to the advantage of the library to do so: (1) Islip Messenger – Messenger Papers, (2) Suffolk County News and (3) Long Island Advance – The Patchogue Advance. (Hartmann, Tychnowicz; unanimous)

On the Director's recommendation, the Board approved the appointment of Denise Scarbeck and Cara Perry as Innovative Coordinators each receiving a \$1,000.00 stipend. (Longo, Winowitch; unanimous)

The Board approved the designated Bills to be Paid out of Schedule for 2026/2027. (Hartmann, Tychnowicz; unanimous)

Other

The next Board Meeting will be held on Tuesday, August 18, 2026 at 3:00 p.m.

Executive Session

The Board adjourned into Executive Session at 3:52 p.m. to discuss collective negotiations pursuant to Article Fourteen of the Civil Service Law. (Winowitch, Lohr; unanimous)

Regular Session resumed at 4:28 p.m.

Personnel Report

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

The Non-Affiliated Staff Personnel Report was approved. (Lohr, Winowitch; unanimous)

Adjournment

The meeting was adjourned at 3:45 p.m. (Longo, Winowitch; unanimous)

Respectfully submitted,

Robert Winowitch