

**SACHEM PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
SEPTEMBER 15, 2026
5:00 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 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 of Trustees observed a moment of silence in remembrance of the 9/11 victims and the passing of Dolly Parton.

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

Public Expression/Participation

A staff member of the Rogers Memorial Library attended the Board Meeting.

Minutes

The Board approved the Minutes of the Regular Board Meeting on August 18, 2026. (Winowitch, Lohr; unanimous)

The minutes of an Executive Session on August 18, 2026 were approved. (Lohr, Hartmann; unanimous)

Treasurer's Report

The Treasurer's Report for August 2026 in the amount of \$5,831,554.82 was approved. (Hartmann, Tychnowicz; unanimous)

Payroll and Related Expenses

The Payroll and Related Expenses for August 2026 in the amount of \$682,632.45 was approved. (Tychnowicz, Longo; unanimous)

Payroll Warrant #7 dated August 13, 2026 in the amount of \$200,142.35 was approved. (Longo, Winowitch; unanimous)

Payroll Warrant #9 dated August 27, 2026 in the amount of \$27,318.82 was approved. (Winowitch, Lohr; unanimous)

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

Schedule of Bills

The September 15, 2026 Schedule of Bills, warrant #8 in the amount of \$196,548.06 was approved. (Hartmann, Tychnowicz; unanimous)

Director's Report

The Board reviewed the Director's Report with interest. Ms. McCahey gave a building update and reported that the asbestos abatement was completed by a professional company overnight from Friday, September 11, through Saturday, September 12. She expressed her appreciation to the Facilities Manager for staying onsite overnight to ensure the testing was completed on schedule. Ms. McCahey also thanked the Assistant Director for a job well done in preparation and coordination of the Staff Development Day held on September 15, 2026. Topics discussed included Artificial Intelligence (AI) in libraries and dealing with emotionally distressed individuals in the workplace. Ms. McCahey shared with the Board plans for a December bus trip.

Sustainable Library Initiative Report

The Assistant Director reported to the Board on the Sustainable Library Initiative. She provided updates on utility consumption, program progress, and programming highlights. She noted improvements in water consumption and reported that Sachem has gained additional libraries to mentor.

Library Statistics

The Board reviewed the library statistics with interest. A discussion took place regarding challenges with the door counter system with EnvisionWare.

Department Reports

The Board reviewed the Department reports with interest.

SCLS Board Reports

Ms. Tychnowicz distributed two reading materials to the group. One was an article on "How Gen Z Uses (and Don't) Public Libraries" and the other was "The End of Reading is Here" by The Atlantic. She reported that Governor Hochul's office recently sent representatives to the Middle Country Public Library to connect directly with Long Island residents and local library leaders. The Public Library Association (PLA) plans to visit the district in August and September 2026 for public library advocacy.

Old Business

On the Director's recommendation the Board approved the Library Closure on September 12, 2026. (Tychnowicz, Longo; unanimous)

New Business

On the Director's recommendation the Board of Trustees approved the proposal to supply, deliver, and install new classroom tables and seating for the Studio Renovation Project. 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 classroom furniture will be manufactured by KI with a total cost of \$28,073.98 under New York State Contract PC70228. (Longo, Winowitch; unanimous)

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

On the Director's recommendation the Board of Trustees approved the attendance at the New York Library Association Conference in Saratoga Springs, NY for eight staff members. Expenses will include conference registration and hotel accommodations in an amount not to exceed \$4,705.00. The NYLA conference is held from November 4 - November 7, 2026. (Lohr, Hartmann; unanimous)

On the Director's recommendation the Board approved the annual renewal of hardware and software maintenance with EnvisionWare, Inc. at 3820 Mansell Road in Alpharetta, GA 30022, in the amount of \$10,794.04. (Hartmann, Tychnowicz; unanimous)

The Full-time Professional Unit voted to accept the Memorandum of Agreement between the Library and their unit. The contract covers the period of July 1, 2026 through June 30, 2030. On the Director's recommendation the Board approved the ratification of this agreement and approved the contract between the Library and the Full-time Professional Unit. (Tychnowicz, Longo; unanimous)

On the Director's recommendation the Board approved the early closure of the library at 4:00 p.m. on Saturday, December 5, 2026, to allow for preparation and setup for the Night Market. (Longo, Winowitch; unanimous)

Other

The following was approved and reviewed under Other:

Ms. McCahey displayed the latest version of the Strategic Plan to the Board. The Board reviewed and approved the final version of the five-year plan. (Lohr, Winowitch; unanimous)

Ms. McCahey presented the Board to review the Easy Access Card. These cards will help community members access the library services without providing proof of residency. The Board will take action on these cards at the October Meeting.

The Director reminded the Board that the PLDA Fundraiser will be held on Monday, September 28, 2026, at the Vineyards in Riverhead.

The next Board Meeting will be held on Tuesday, October 20, 2026 at 5:00 p.m.

The Staff Appreciation Luncheon will be held on Tuesday, December 15, 2026.

Executive Session

The Board adjourned into Executive Session at 5:45 p.m. to discuss matters which will imperil public safety. (Winowitch, Lohr; unanimous)

Regular Session resumed at 5:52 p.m.

Personnel Report

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

Adjournment

The meeting was adjourned at 5:53 p.m. (Lohr, Winowitch; unanimous)

Respectfully submitted,

Robert Winowitch