

**SACHEM PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
April 16, 2024
5:00 P.M.**

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

Marguerite Barone informed the trustees that she would not be available for the April 16, 2024 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 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.

Public Expression/Participation

None

Minutes

The minutes of the Sachem Public Library Annual Budget Hearing on March 19, 2024 were approved. Longo, Winowitch; unanimous)

The Board approved the Minutes of the Regular Board Meeting on March 19, 2024. (Winowitch, Lohr; unanimous)

Treasurer's Report

The Treasurer's Report for March 2024 in the amount of \$6,850,308.21 was approved. (Lohr, Tychnowicz; unanimous)

Payroll and Related Expenses

The Payroll and Related Expenses for March 2024 in the amount of \$593,167.56 were approved. (Tychnowicz, Longo; unanimous)

Payroll Warrant #31 dated March 1, 2024 in the amount of \$158,347.68 was approved. (Longo, Winowitch; unanimous)

Payroll Warrant #33 dated March 28, 2024 in the amount of \$23,020.59 was approved. (Winowitch, Longo; unanimous)

The March 2024 Payroll Summary was approved. (Lohr, Tychnowicz; unanimous)

Schedule of Bills

The April 16, 2024 Schedule of Bills, warrant #32 in the amount of \$223,273.29 was approved. (Tychnowicz, Longo; unanimous)

Director's Report

The Board reviewed the Director's report with interest. Ms. McCahey is pleased to announce that the Budget Vote passed and will send the approved budget to the school district for their records. She reported to the Board that she is working with the department heads on budgeting practices. Budget lines transfers will be presented to the Board at next month's board meeting. Ms. McCahey gave an update on building alterations. The final phases of the front plaza entrance will be installed in the near future weather permitting. The library's fence needs replacement. Quotes for stockade and PVC fencing are being obtained. Brewport Café has two signs added to the property to promote their business. The pergola that an eagle scout created for the library on the lower level patio has now been secured. Teen volunteers will maintain the lower level retaining wall. Ms. McCahey informed the Board that she will be in Albany next week for NYLA's Spring on the Hill Conference. The conference will inform participants on many subjects including; how to advocate, how to communicate with local officials and how to manage the media. Ms. McCahey reported to the Board about a recent charity event that library staff attended at Texas Roadhouse in Selden. The library's mascot along with other community mascots dressed up for the EJ's PJs Pajama event. A toy collection will also be added to the library's lobby marketing for "Christmas in July" for the Town of Brookhaven. Ms. McCahey revealed a new digital format of the library's newsletter to the Board. It has been updated from a scroll down format and now has page-flipping effects.

Assistant Director's Report

The Board reviewed the Assistant Director's report with interest. Mrs. Stroh compared Sachem to the other larger libraries in Suffolk County.

Library Statistics

The Board reviewed all the library statistics with interest. Ms. McCahey stated that the library will be offering library cards to in-district teachers who do not already have a card. Mrs. Stroh stated that the internet stats are being tracked more accurately due to a change in the internet service provider.

SCLS Board Report

Mrs. Tychnowicz reported to the Board that SCLS is waiting for Albany pass the library aid funding. She also reported to the Board that the Summer Library Tour is coming back. It is a passport style program that invites Suffolk library patrons to go to a local library and receive a stamp booklet. The program has added an additional feature to encourage participants to come into the libraries and not only get a stamp but to have them explore the building as well.

Old Business

The Board accepted the passed Budget Vote for 2024/2025 and Trustee Election results. The proposed tax levy of \$11,936,247 was approved 295 to 82. The Board congratulated Susan Tychnowicz on her re-election as Library Trustee with a total of 386 votes. (Longo, Winowitch; unanimous)

New Business

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

On the Director's recommendation, the Board approved the payment to Fancy Fixtures Inc. at 500 Old Bethpage Road, Plainview, NY 11807 for the amount of \$2,019.90 to be paid with the first check run at beginning of the month (April 2024). Then an additional payment of \$2,019.90 will be paid on April 16, 2024 and the check will be held for delivery. Fancy Fixtures is requiring a 50% deposit to start the order for a sink in Discovery Grove. (Longo, Winowitch; unanimous)

Other

The following was discussed during the Board meeting:

Mrs. Longo suggested adding ribbon cutting scissors to the LOT.

Mr. Lohr stated that Caitlyn's Vision Charity would be a good addition for the Library to collect unwanted eyeglasses to help others in need.

The Teen Art Show and the Brush and Ink Reception will be held on Monday, April 29, 2024 at 6:00 p.m. in the Library's gallery.

The Director reminded the Board that the SCLS Trustee Training will be held on May 1, 2024 from 6:00 p.m. to 8:00 p.m. at SCLS.

The Director reminded the Board that the Long Island Library Conference will be held on Thursday, May 9, 2024.

The next Board meeting will be held on May 21, 2024 at 3:00 p.m. Please note the time changed from 5:00 p.m. to 3:00 p.m.

The Reflections Exhibit will be held on Friday, May 17, 2024 at 6:00 p.m.

Executive Session

None

Adjournment

The meeting was adjourned at 6:06 p.m. (Winowitch, Lohr; unanimous)

Respectfully submitted,

Diane Longo