

**SACHEM PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
MAY 21, 2024
3:00 P.M.**

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

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 3:08 p.m.

The meeting began with a pledge of allegiance.

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

Public Expression/Participation

A member of the Mastics-Moriches-Shirley Community Library board attended the meeting.

Minutes

The Board approved the Minutes of the Regular Board Meeting on April 16, 2024. (Longo, Barone; unanimous)

Treasurer's Report

The Treasurer's Report for April 2024 in the amount of \$6,977,011.15 was approved. (Winowitch, Lohr; unanimous)

Payroll and Related Expenses

The Payroll and Related Expenses for April 2024 in the amount of \$625,053.38 were approved. (Lohr, Tychnowicz; unanimous)

Payroll Warrant #34 dated April 1, 2024 in the amount of \$31,990.40 was approved. (Longo, Barone; unanimous)

Payroll Warrant #35 dated April 11, 2024 in the amount of \$158,498.98 was approved. (Barone, Winowitch; unanimous)

Payroll Warrant #37 dated April 25, 2024 in the amount of \$24,632.65 was approved. (Winowitch, Lohr; unanimous)

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

Schedule of Bills

The May 21, 2024 Schedule of Bills, warrant #36 in the amount of \$372,772.46 was approved. (Tychnowicz, Longo; unanimous)

Director's Report

The Board reviewed the Director's report with interest. Ms. McCahey informed the Board that Assemblyman Doug Smith has offered the library \$30,000 of bullet aid. The library also received a donation in the amount of \$1,000, granted by the Teachers Federal Credit Union for Black History Month. The Friends of the Library will contribute towards the expenses required in replacing the teak benches with the trex benches. Ms. McCahey discussed the benefits of using trex benches, including their durability and lower maintenance costs. Ms. McCahey reported to the Board that teen volunteer leader, Abigail Lynch who presented at the Long Island Library Conference was also one of Friends of Library Scholarship winners. Ms. McCahey stated that the library will be promoting the Farmingville Chamber of Commerce Farmingville Flicks event in the July newsletter.

Assistant Director's Report

The Board reviewed the Assistant Director's report with interest. Mrs. Stroh reported that the passport services have been offered by the library from January 2023.

Library Statistics

The Board reviewed all the library statistics with interest.

Conference Report

The Board reviewed the Computers in Libraries, PLA and YSS Spring Conference reports with interest.

SCLS Board Report

Mrs. Tychnowicz informed the Board that the SCLS auditor had presented a report at their previous meeting. She stated that the trustee workshop will be held at the Sachem Library on June 5th at 6:00 p.m.

Old Business

None

New Business

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

On the Director's recommendation the Board authorized the replacement of the perimeter fence along the entrance and to back of the library property. The project scope will include removal the existing fence and installation of PVC fencing, done by All Island Fence, 1320 Motor Parkway, Islandia, NY 11749. In an amount not to exceed \$16,600. In accordance with the Sachem Public Library's Purchasing Policy, 3 quotes were obtained. (Winowitch, Lohr; unanimous)

On the Director's recommendation the Board approved the purchase of the annual renewal subscription for Adobe Creative Cloud, Adobe Acrobat Pro and Adobe Photoshop. The software will be purchased from Adobe at 345 Park Avenue, San Jose, CA 95110 for \$29,290.32. (Lohr, Tychnowicz; unanimous)

On the Director's recommendation the Board approved the purchase of 25 Lenovo Thinkpads for classroom instruction from Lenovo (United States Inc.) PO Box 643055, Pittsburgh, PA 15264, at a price not to exceed \$31,200. This purchase will be made under State Contract NY-OGS- PM21120 and follows the Sachem Public Library's purchasing policy. (Tychnowicz, Longo; unanimous)

On the Director's recommendation the Board approved the main entrance plaza lighting plan proposed by AfterDark Landscape Lighting Inc. at 273 Walt Whitman Road, Suite 347, Huntington Station, NY 11746. The project addresses safety issues at the entrance. The proposal contains 4 projects broken down as follows: Entry Portico at a cost of \$13,200, Safety Traverse Illumination- \$21,000, Landscape Lighting- \$4,700, Recessed Lighting- \$6,600. Total cost not to exceed \$45,500. (Longo, Barone; unanimous)

The Board reapproved the Alcohol/Drug Free Workplace Policy. (Barone, Winowitch; unanimous)

The Board reapproved the Code of Personal Conduct Policy. (Winowitch, Lohr; unanimous)

The Board reapproved the Confidentiality Policy. (Lohr, Tychnowicz; unanimous)

The Board reapproved the Internet Policy. (Tychnowicz, Longo; unanimous)

The Board reviewed the Indoor Air Quality Management Policy.

The Board reviewed the revised Credit Card Usage Policy.

Other

The next Board Meeting will be held on Tuesday, June 18, 2024 at 3:00 p.m.

The group discussed the 3-in-1 recycling event. This year there were 610 cars that came through the library parking lot for recycling.

Executive Session

The Board adjourned into Executive Session at 3:55 p.m. to discuss collective negotiations pursuant to article fourteen of the Civil Service Law. (Winowitch, Lohr; unanimous)

Regular Session resumed at 4:27 p.m.

Personnel Report

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

Adjournment

The meeting was adjourned at 4:27 p.m. (Winowitch, Lohr; unanimous)

Respectfully submitted,

Diane Longo