

**SACHEM PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING**

August 21, 2024

3:00 P.M.

(Original Board Meeting date was scheduled for August 20, 2024)

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

Susan Tychnowicz informed the trustees that she would not be available for the August 21, 2024 board meeting and was formally excused.

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 3:11 p.m.

The meeting began with a pledge of allegiance.

The Board adopted the agenda with a change in an item under New Business. Library Closings 2024 on the original agenda should be Library Closing 2025. (Lohr, Longo; unanimous)

Public Expression/Participation

None

Minutes

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

Treasurer's Report

The Treasurer's Report for July 2024 in the amount of \$6,987,399.54 was approved. (Barone, Winowitch; unanimous)

Payroll and Related Expenses

The Payroll and Related Expenses for July 2024 in the amount of \$665,695.88 were approved. (Winowitch, Lohr; unanimous)

Payroll Warrant #2 dated July 1, 2024 in the amount of \$33,085.20 was approved. (Lohr, Longo; unanimous)

Payroll Warrant #3 dated July 3, 2024 in the amount of \$15,732.86 was approved. (Longo, Barone; unanimous)

Payroll Warrant #4 dated July 18, 2024 in the amount of \$178,284.45 was approved. (Barone, Winowitch; unanimous)

The July 2024 Payroll Summary was approved. (Winowitch, Lohr; unanimous)

Schedule of Bills

The August 21, 2024 Schedule of Bills, warrant #5 in the amount of \$330,550.77 was approved. (Lohr, Longo; unanimous)

Director's Report

The Director thanked the Board members for moving the August meeting from Tuesday to Wednesday. Ms. McCahey displayed a PowerPoint slideshow highlighting various summer programming from the Farmingville Flix to Battle of the Books and Bubble Play. The slideshow also showed the front plaza entrance with the decorative landscape lighting. She discussed the existing bricks around the flag pole are in need of repair. Once it is repaired additional landscape lighting will be added to it as well. The group discussed the effects of a major storm on Long Island and the effect it had on the library building and grounds. Ms. McCahey announced that the preparation for the Haunted Garden event has begun and the new start time will begin at 5:15 p.m. this year.

Assistant Director's Report

The Board reviewed the Assistant Director's report with interest. Mrs. Stroh reported on the database subscriptions up for renewal. She focused on the top 10 most popular ones.

Library Statistics

The Board reviewed all the library statistics with interest. There were record high numbers reported in Downloads, Libby and Patron Assistance.

Old Business

The Board approved the revised Breastfeeding Policy. (Longo, Barone; unanimous)

New Business

On the Director's recommendation the Board approved the HVAC Annual Maintenance Agreement for heating, ventilation and air conditioning systems with Thermal Solutions at PO Box 12066, Hauppauge, NY 11778 for a total contract price of \$10,940 effective September 1, 2024 through August 31, 2025. The library is contracted to pay four installment payments of \$2,735. (Barone, Winowitch; unanimous)

The Board approved the Sachem Public Library Closings for 2025. (Winowitch, Lohr; unanimous)

On the Director's recommendation the Board approved the payment to John Schmidt AKA The Hot Dog Hustler at 18 Crestwood Road in Bohemia, NY 11716 to be paid with the first check run at beginning of the month (August 2024). The vendor will be providing food for the "Family Camping" program on August 13, 2024 and requires payment on the day of the event. (Lohr, Longo; unanimous)

On the Director's recommendation the Board authorized the replacement of the perimeter fence along the North side (exit) of the library property. The project scope will include removal of 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 \$10,473.36. In accordance with the Sachem Public Library's Purchasing Policy, 3 quotes were obtained. (Longo, Barone; unanimous)

Other

The following was discussed under Other:

The Director discussed with the Board that the lease for the café needs to be renewed. She will present a motion for the Board to vote on at the next Board meeting.

The Legislative Meeting will be held on September 6, 2024 at 1:00 p.m. with Assemblyman Smith at Sachem Library.

The next Board Meeting will be held on Tuesday, September 17, 2024 at 5:00 p.m.

The Director reminded the Board that the PLDA Fundraiser will be held on Monday, September 30, 2024.

Executive Session

None

Personnel Report

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

Adjournment

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

Respectfully submitted,

Marguerite Barone