

**SACHEM PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
July 16, 2024  
3:00 P.M.**

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

Diane Longo informed the trustees that she would not be available for the July 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 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 3:08 p.m.

The meeting began with a pledge of allegiance.

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

**Public Expression/Participation**

None

Susan Tychnowicz was sworn in before the board meeting as an elected trustee for a five-year term from July 1, 2024 to June 30, 2029.

Ms. McCahey was sworn in on an earlier date as Director for a one-year term from July 1, 2024 to June 30, 2025.

Mr. Hofmeister was sworn in on an earlier date as Library Treasurer for a one-year term from July 1, 2024 to June 30, 2025.

The rotation of officers was recognized with Robert Winowitch named as President for the period of July 1, 2024 to June 30, 2025 and Diane Longo was named as Vice President for the period of July 1, 2024 to June 30, 2025.

The floor opened for nominations for the position of Secretary. Thomas Lohr made a motion to nominate Marguerite Barone for Secretary of the Sachem Public Library Board of Trustees for the period of July 1, 2024 to June 30, 2025. Susan Tychnowicz seconded the motion. The motion was carried unanimously.

## **Minutes**

The Board approved the Minutes of the Regular Board Meeting on June 18, 2024. (Tychnowicz, Barone; unanimous)

The minutes of the Executive Session of the June 18, 2024 Board meeting were approved. (Barone, Winowitch; unanimous)

## **Treasurer's Report**

The Treasurer's Report for June 2024 in the amount of \$7,012,310.72 was approved. (Barone, Lohr; unanimous)

## **Payroll and Related Expenses**

The Payroll and Related Expenses for June 2024 in the amount of \$611,224.88 were approved. (Lohr, Tychnowicz; unanimous)

Payroll Warrant #41 dated June 6, 2024 in the amount of \$11,092.48 was approved. (Tychnowicz, Barone; unanimous)

Payroll Warrant #42 dated June 20, 2024 in the amount of \$182,664.52 was approved. (Barone, Winowitch; unanimous)

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

## **Schedule of Bills**

The July 16, 2024 Schedule of Bills, warrant #1 in the amount of \$392,472.92 was approved. (Lohr, Tychnowicz; unanimous)

## **Director's Report**

The Board reviewed the Director's report with interest. Ms. McCahey displayed a PowerPoint presentation highlighting the front plaza new glass roof and the backlit Sachem Public Library sign, graduating seniors at their walk-through at their elementary schools, children during International Mud Day and a picture of Sachem's Outreach Coordinator who was acknowledged by the PTA for her ongoing work with them. The group discussed adding an additional backlit Sachem Public Library sign to the front of the building. She stated the landscaping lighting is currently being added to the Front Plaza area as well. Ms. McCahey reported to the Board that two part-time groundskeepers will begin employment with the library. She also informed the Board that the library is going to be a beta site for a Vega Discovery platform. It will be rolled out in September. The catalog will look different but it will have the same functionality. The group then discussed some ongoing issues with the condition of Discovery Grove. The Director and Board of Trustees discussed the recommendation of the review committee of a recently challenged material.

### **Assistant Director's Report**

The Board reviewed the Assistant Director's report with interest. Mrs. Stroh reported to the Board the about the library's partnership with the local schools.

### **Library Statistics**

The Board reviewed all the library statistics with interest.

### **SCLS Board Report**

Mrs. Tychnowicz reported to the Board that the July meeting will be held on July 17, 2024.

### **Old Business**

The Full Time Clerical Bargaining Unit voted to accept the Memorandum of Agreement between the Library and their Unit. The contract covers the period July 1, 2024 through June 30, 2028. On the Director's recommendation, the Board approved to ratify this agreement and approved the contract between the Library and the Full Time Clerical Unit. (Lohr, Tychnowicz; unanimous)

The Board review of the revised Breastfeeding Policy

### **New Business**

The Board reviewed the Organizational Chart and pointed out that the chart required some modifications.

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 \$260.00 per hour, as library attorney at the rate of \$260.00 per hour. (Tychnowicz, Barone; unanimous)

On the Director recommendations the appointment of the firm of RivkinRadler LLP, 926 RXR Plaza, Uniondale, NY 11556-0926 as library negotiator and employment attorney at the rate of \$240.00 per hour. (Barone, Winowitch; unanimous)

On the Director's recommendation, the Board approved the appointment of Nawrocki, Smith LLP as Library External Auditor for 2024/2025 at a fee not to exceed \$17,500.00 in accordance with the engagement letter. A separate engagement letter may be issued covering any additional services or fees. (Winowitch, Lohr; unanimous)

On the Director's recommendation, the Board approved the appointment of Janet Fernandez, CPA, as Internal Auditor for 2024/2025 at an annual cost of \$19,500. (Lohr, 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, Barone; 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. (Barone, 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, Susan Tychnowicz and Thomas Lohr as authorized signers for the 2024/2025 fiscal year. (Barone, Winowitch; 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 Archives. (Tychnowicz, Lohr; 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. (Barone, Winowitch; unanimous)

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

The Board approved the designated Bills to be Paid out of Schedule for 2024/2025. (Lohr, Tychnowicz; unanimous)

On the Director's recommendation the Board approved annual attendance to conferences in 2024/2025. (Tychnowicz, Barone; unanimous)

On the Director's recommendation the Board approved the payment to Sitonit (Exemplis) c/o A.R. Kropp Co. & Sons at 6415 Katella Avenue, Cypress CA 90630 to be paid with the first check run at the beginning of the month (July 2024) for an amount of \$3,603.60. Quantity 8 of

30” Bariatric Heavy-Duty Chairs with Arms purchased under NYS Contact PC68325.  
(Winowitch, Lohr; unanimous)

**Other**

*The following was approved under Other Business.*

*On the Director’s recommendation the Board approved the purchase of indoor and outdoor WIFI access points, and accessories from Island Tech Services (ITS) at 980 2<sup>nd</sup> Street in Ronkonkoma, New York 11779. The purchase will include an upgrade to our indoor and outdoor WIFI, a new switch. (Tychnowicz, Barone, Winowitch motioned, Lohr abstained from the motion)*

The next Board Meeting will be held on Tuesday, August 20, 2024 at 3:00 p.m.

The PDLA Fundraiser will be held on Monday, September 30, 2024.

**Executive Session**

None

**Personnel Report**

The Board approved the Personnel Report. (Winowitch, Lohr; Barone; unanimous)

The Board accepted the Civil Service forms (CS-150) for salary increases for all employees for 2024/2025. (Tychnowicz, Barone; unanimous)

**Adjournment**

The meeting was adjourned at 4:09 p.m. (Tychnowicz, Lohr; unanimous)

Respectfully submitted,

Marguerite Barone