

**SACHEM PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
October 15, 2024  
5:00 P.M.**

The regular meeting of Sachem Public Library Board of Trustees was attended by Robert Winowitch, Diane Longo, Marguerite Barone, Susan Tychnowicz, Thomas Lohr, Neely McCahey and Joanne Ortiz.

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 5:10 p.m.

The meeting began with a pledge of allegiance.

The Board adopted the agenda with an amendment under other business to discuss an upgrade of the library's fiber optic lines. (Longo, Barone; unanimous)

Joanne Ortiz, Coordinator of Finance and Christina Bonomo, Library's Internal Auditor attended the Board Meeting as guests.

**Public Expression/Participation**

None

**Presentation**

Ms. McCahey introduced Mr. David Tellier from Nawrocki, Smith LLP and the guests to the Library Board of Trustees. Mr. Tellier introduced himself and reviewed the annual auditor's report for the 2023/2024 fiscal year and found everything in order. There were no recommendations to the Library Board. He stated the library is running efficiently and effectively. Mr. Tellier thanked the Board and complimented Joanne Ortiz, Christina Bonomo and the Administrative staff for their assistance and thorough preparation of the library audit. The Board and Ms. McCahey thanked Mr. Tellier for spending the time to review the annual audit. The Board and Ms. McCahey also thanked Joanne Ortiz and Christina Bonomo for their thorough preparation of the library audit.

**Minutes**

The Board approved the Minutes of the Regular Board Meeting on September 17, 2024. (Longo, Barone; unanimous)

**Treasurer's Report**

The Treasurer's Report for September 2024 in the amount of \$6,916,208.54 was approved. (Barone, Winowitch; unanimous)

The Board reviewed the Budget Status Report of September 30, 2024.

The Board reviewed the revised Budget Status Report of June 30, 2024.

## **Payroll and Related Expenses**

The Payroll and Related Expenses for September 2024 in the amount of \$639,415.86 were approved. (Winowitch, Lohr; unanimous)

Payroll Warrant #10 dated September 12, 2024 in the amount of \$166,030.66 was approved. (Lohr, Longo; unanimous)

Payroll Warrant #13 dated September 26, 2024 in the amount of \$36,303.39 was approved. (Longo, Barone; unanimous)

The September 2024 Payroll Summary was approved. (Barone, Tychnowicz; unanimous)

## **Schedule of Bills**

The October 15, 2024 Schedule of Bills, warrant #11 in the amount of \$321,631.34 was approved. (Winowitch, Lohr; unanimous)

## **Director's Report**

The Board reviewed the Director's report with interest. Ms. McCahey shared a brochure that the Teen department gives to the schools about teen programs. She also stated that Outreach has been busy with school visits and attended various of activities in the local area. Ms. McCahey provided a picture of the outdoor patio area of the teen area. She stated that teen volunteers assist in maintaining the area. She also stated that the side brick wall has been prepared for teen artists to paint creative murals.

## **Assistant Director's Report**

Mrs. Stroh's report was reviewed by the Board. It covered record high stats of each category in the monthly library statistical report.

## **Library Statistics**

The Board reviewed all the monthly numbers with interest.

## **SCLS Board Report**

Mrs. Tychnowicz stated that she was not able to be present during the previous SCLS Board meeting; however, she was able to share an article from the Newsday entitled: State Funding to Upgrade LI Libraries.

## **Old Business**

The Board adopted the Digital Heat Transfer Printing Policy. (Tychnowicz, Longo; unanimous)

## **New Business**

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

The Board approved the dates for the 2025 monthly Board of Trustees meetings and determined the rotation for monthly signing of bills. The date for the February Board meeting was decided on February 16, 2024 and the date for the April Board meeting was decided on April 22, 2024. (Barone, Winowitch; unanimous)

The SCLS Draft 2024 Budget was presented to the Board for review. The Board will vote on the final version the budget at the November Board meeting.

The Board reviewed the SCLS PALS 2025 Proposed Budget Packet.

A discussion took place about the Historical Society. The Historical Society is researching avenues on how it can get funding from the voters in the Sachem community.

### **Other**

The next Board meeting will be held on Tuesday, November 19, 2024 at 5:00 p.m.

The Staff Appreciation Luncheon will be held Tuesday, December 17, 2024.

*On the Director's recommendation the Board of Trustees approved the purchase to Bri-tech at 829 Lincoln Avenue in Bohemia, NY 11716 in the amount of \$25,484.60 for the library's new fiber backbone infrastructure. Bri-tech was the lowest of three quotes. (Winowitch, Tychnowicz, Longo, Barone, motioned, Lohr abstained from the motion)*

### **Executive Session**

The Board adjourned into Executive Session at 6:43 p.m. to discuss employment history of a particular person. (Winowitch, Lohr; unanimous)

### **Personnel Report**

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

### **Adjournment**

The meeting was adjourned at 7:10 p.m. (Tychnowicz, Longo; unanimous)

Respectfully submitted,

Marguerite Barone