

**SACHEM PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
NOVEMBER 19, 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, Neely McCahey, Kristen Stroh and Sandra Bartalis.

Thomas Lohr informed the trustees that he would not be available for the November 19, 2024 board meeting and was formally excused.

The Board members previewed the board meeting items on the agenda electronically prior to the meeting. Trustee Thomas Lohr reviewed all warrants with the Director before being presented to the Board for their approval.

The meeting was called to order at 5:07 p.m.

The meeting began with a pledge of allegiance.

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

Public Expression/Participation

None

Guest

Librarian III Christopher DeCristofaro, Head of Digital Services attended the meeting as a guest. He thanked the Board for the opportunities afforded to him by working at the Sachem Public Library. The Board presented him with a certificate of appreciation and wished him good luck with his future endeavors.

Minutes

The Board approved the Minutes of the Regular Board Meeting held on October 15, 2024. (Barone, Winowitch; unanimous)

Treasurer's Report

The Treasurer's Report for October 2024 in the amount of \$6,290,637.84 was approved. (Tychnowicz, Barone; unanimous)

Payroll and Related Expenses

The Payroll and Related Expenses for October 2024 in the amount of \$668,696.53 was approved. (Barone, Winowitch; unanimous)

Payroll Warrant #12 dated October 1, 2024 in the amount of \$31,806.40 was approved. Winowitch, Tychnowicz; unanimous)

Payroll Warrant #14 dated October 10, 2024 in the amount of \$166,126.25 was approved. (Tychnowicz, Longo; unanimous)

Payroll Warrant #16 dated October 24, 2024 in the amount of \$26,487.04 was approved. (Barone, Winowitch; unanimous)

The October 2024 Payroll Summary was approved. (Winowitch, Tychnowicz; unanimous)

Schedule of Bills

The November 19, 2024 Schedule of Bills, warrant #15 in the amount of \$251,495.89 was approved. (Tychnowicz, Barone; unanimous)

Director's Report

The Board reviewed the Director's report with interest. Ms. McCahey happily reported to the Board that the Haunted Garden event was a huge success. There were many compliments and the guest visit tally marked over 17 thousand. The next year will be the tenth-year anniversary of the Haunted Garden. Sachem was able to secure a projection screen from SCLS for the Farmingville Flicks summer concert series. The library and the Local Church in Farmingville are planning on viewing movies on Mondays in July of 2025. Ms. McCahey stated that Outreach has been very active in the community in the past month and establishing strong relations with the marketing team of Station Yards in Ronkonkoma. The Sachem Library is assisting in coordinating an event on December 12th with EJ's PJs. Ms. McCahey stated that donation boxes for food, coats, toys, EJ's PJs and Operation Christmas Senior in the library lobby are already filling up. McCahey announced to the Board that on December 7th the Suffolk County Police Department 6th Precinct, Brookhaven Town Councilman Neil Manzella, and EJ's PJs are sponsoring a Toy Drive, Pajama Drive & Prescription Drug takeback in the library parking lot. Ms. McCahey announced that SCLS is holding a Trustee Training on January 8, 2025 at 6:00 p.m. Ms. McCahey informed the Board that the department heads are required to submit their budget requests to Administration no later than December 13th. Ms. McCahey presented to the Board a webpage from the New State Education Department about the Regionalization Initiative. It is a collaborative regional planning process for local districts to discuss and define concerns of education for all students. Solutions for the challenges may require the consideration of all the possible resources. This process may not be very clear in the effects that it has on the tax payers. Staff members has been receiving questions about the educational initiative.

Assistant Director's Report

Mrs. Stroh reported to the Board about a diverse workforce based on generational age groups. She divided the groups of staff members into what they would consider important in the workforce; including benefits, recognition, communication, and overall work culture. She also informed the Board that the employee wellness fair that was conducted this year was well attended.

Library Statistics

The Board reviewed all the library statistics with interest. The Director thanked the Assistant Director on enhancing the Library Statistics Report to include record highs.

SCLS Board Report

Mrs. Tychnowicz reported to the Board that SCLS discussed the 2025 Budget and downloadable costs. She also reported that three trustees have been fulfilled their terms and are being replaced. The meeting also included SCLS's Director evaluation. She reminded the Board that the Trustee workshop will be on January 8, 2025.

Old Business

The Board approved the Proposed FY2025 SCLS Operating Budget. (Winowitch, Longo; unanimous)

New Business

The Board reviewed the SCLS Proposed Live-brary.com Download Costs for 2025.

The Board approved the Town of Brookhaven SCLS Board Ballot. (Longo, Barone; unanimous)

On the Director's recommendation the Board approved the payment to Poly-Wood, LLC at 1000 Polywood Way, Syracuse, IN 46567 for the amount of \$838.00 to be paid with the first check run in the beginning of the month (November 2024). Poly-Wood required a payment in full before scheduling production. (Barone, Winowitch; unanimous)

On the Director's recommendation the Board approved the payment to Bri-Tech at 829 Lincoln Avenue in Bohemia, NY for the amount of \$12,742.30 to be paid with the first check run in the beginning of the month (November 2024). Like many contractors, Bri-Tech needs a deposit of 50% to prioritize the particular project in the schedule. The remaining 50% is payable on competition. A second check for \$12,742.30 will be made payable with the regular schedule of bills on November 19, 2024 and will be released only after the job is complete. (Winowitch, Tychnowicz; unanimous)

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

Other

The Director reminded the Board that the Staff Appreciation Luncheon will be held on Tuesday, December 17, 2024.

The Holiday Lights will be held December 4th - 7th, 11th - 13th from 5:30 p.m. to 8:30 p.m.

The Holiday Night Market will be held Saturday, December 7, 2024 from 5:00 p.m. to 8:00 p.m.

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

Correspondence

A letter of resignation from Librarian III Christopher DeCristofaro, Head of Digital Services was received.

Executive Session

The Board adjourned into Executive Session at 6:18 p.m. to discuss employment history of a particular person. (Winowitch, Tychnowicz; unanimous)

Personnel Report

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

Adjournment

The meeting was adjourned at 6:30 p.m. (Longo, Winowitch; unanimous)

Respectfully submitted,

Marguerite Barone