

**SACHEM PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
DECEMBER 17, 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, Kristen Stroh and Sandra Bartalis.

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

The meeting was called to order at 5:04 p.m.

The meeting began with a pledge of allegiance.

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

Public Expression/Participation

None

Minutes

The Board approved the Minutes of the Regular Board Meeting on November 19, 2024. (Tychnowicz, Longo; unanimous)

The minutes of the Executive Session of the November 19, 2024 Board Meeting were approved. (Longo, Barone; unanimous)

Treasurer's Report

The Treasurer's Report for November 2024 in the amount of \$6,174,136.30 was approved. (Barone, Lohr; unanimous)

Payroll and Related Expenses

The Payroll and Related Expenses for November 2024 in the amount of \$1,474,571.26 was approved. (Lohr, Tychnowicz; unanimous)

Payroll Warrant #17 dated November 7, 2024 in the amount of \$167,059.29 was approved. (Tychnowicz, Longo; unanimous)

Payroll Warrant #19 dated November 21, 2024 in the amount of \$862,487.92 was approved. (Longo, Barone; unanimous)

The November 2024 Payroll Summary was approved. (Barone, Lohr; unanimous)

Schedule of Bills

The December 17, 2024 Schedule of Bills, warrant #18 in the amount of \$140,378.03 was approved. (Lohr, Tychnowicz; unanimous)

Director's Report

The Board reviewed the Director's report with interest. Ms. McCahey thanked the Board members who attended the Staff Appreciation Luncheon. Ms. McCahey reported to the Board that the Garden of Lights was opened 5 of the 7 nights and a success. The night market was also very successful. She reported to the Board that the Pub Fiction program held at Shenanigans Café has grown in popularity. Ms. McCahey informed the Board that classes on genealogy will be offered at the library. Ms. McCahey also gave an update on the Outreach efforts throughout the month. She also stated that art work is being collected for the "Refections Exhibit." The teens are doing a crochet circle in the library and a coding program at Sachem North High School. Community members are encouraged to "Share Your Holiday Flare" on the library's website. Ms. McCahey stated that she and a few staff members participated in an EJs PJs event and they were presented with a token of appreciation. Ms. McCahey stated that the new online library catalogue (Vega) will be rolled out in the near future.

Sustainable Libraries Initiative Report

The Board reviewed the Sustainable Libraries Initiative report with interest.

Library Statistics

The Board reviewed the library statistics with interest.

Conference Reports

The Board reviewed the conference reports to NYLA from five of Sachem's Librarians.

SCLS Board Report

Mrs. Tychnowicz stated that at the last SCLS Board meeting farewells were said to the three outgoing trustees. She also stated that the SCLS 2025 Budget was approved and the downloadables are available to the libraries. She reminded the Board that the Trustee Workshop is on January 8, 2025.

Old Business

On the Director's recommendation the Board of Trustees formally approved the library to close at 4:00 p.m. and reopen at 5:00 p.m. for the December 7, 2024 for the Nighttime Holiday Event. The early closure allowed staff adequate preparation time for the Saturday evening holiday event. (Barone, Winowitch; unanimous) The original recommendation request for approval was sent via email to the Board of Trustees on November 20, 2024 by the Director.

New Business

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

The Board reviewed the revised Pregnant Workers & Prenatal Leave Policy.

The Finance Committee to review the Budget FY 2025/2026 had been selected. Robert Winowitch and Thomas Lohr will meet with the Director in January to discuss the proposed budget.

Other

The Director reminded the Board that SCLS will be holding a Trustee Training on January 8, 2025 at 6:00 p.m.

The next Board Meeting will be held on Tuesday, January 21, 2025 at 5:00 p.m.

Executive Session

The Board adjourned into Executive Session at 5:44 p.m. to discuss employment history of a particular person. (Tychnowicz, Winowitch; unanimous)

Adjournment

The meeting was adjourned at 6:09 p.m. (Lohr, Winowitch; unanimous)

Respectfully submitted,

Marguerite Barone