

August 15, 2018

A meeting of the Board of Trustees was held on August 15, 2018 at 5:30 p.m.

Attendance: Trustees Present: Mr. Trabold, Ms. Ryder, Ms. Schiller
Trustees Absent: Ms. Kennedy, Ms. Caselles
Director: Ms. Paisley
Assistant Director: Ms. Bollerman
Library Clerk: Laura Maul
Department Head: Sharon Roman
Guests: Mr. Pierson

The meeting was called to order at 5:30 pm.

On a motion of Ms. Ryder, seconded by Ms. Schiller, the Board adjourned to Executive Session to discuss personnel. (Unanimous)

On a motion of Ms. Ryder, seconded by Ms. Schiller, the Board adjourned the Executive Session. (Unanimous)

On a motion of Ms. Schiller, seconded by Ms. Ryder, the following items included in the Consent Agenda were approved. (Unanimous)

- a. Minutes of the July 18, 2018 Regular meeting
- b. Treasurer's report
- c. Financial Report
- d. Budget Report
- e. Bills
The bills as listed in the Check Report dated July 31, 2018 (July Addendum) totaling \$197,603.30 for the General Fund, \$0.00 from the Capital Fund and \$0.00 from the Central Library Fund. The bills as listed in the Check Report dated August 8, 2018 (August Warrant) totaling \$471,105.79 from the General Fund, \$0.00 from the Capital Fund and \$4,593.14 from the Central Library Fund.
- f. Report of the Library Director (includes circulation reports, patron usage reports)
- g. Personnel Report

On a motion of Ms. Schiller, seconded by Ms. Ryder, the Board approved the following resolution. (Unanimous)

RESOLVED, that the Board of Trustees of the Patchogue-Medford Library hereby approves to continue to designate their responsibility to audit every claim to the claims auditor.

On a motion of Ms. Ryder, seconded by Ms. Schiller, the Board approved the following resolution. (Unanimous)

RESOLVED, that Sterling National Bank has been designated as an additional depository for the funds of the Patchogue-Medford Library for the fiscal year 2018-2019, maximum deposit not to exceed \$550,000.

On a motion of Ms. Schiller, seconded by Ms. Ryder, the Board approved the following resolution. (Unanimous)

RESOLVED, that the Board of Trustees of the Patchogue-Medford Library hereby approves the calendar for the Annual Library Budget Vote and Trustee Election for the fiscal year 2018-2019 as submitted by the Library District Clerk.

On a motion of Ms. Ryder, seconded by Ms. Schiller, the Board approved the following resolution.
(Unanimous)

RESOLVED, that the Board of Trustees of the Patchogue-Medford Library hereby approves funding of the Capital Projects Fund – Committed Fund lines as listed in Attachment A.

On a motion of Ms. Schiller, seconded by Ms. Ryder, the Board approved the following resolution.
(Unanimous)

RESOLVED, that the Board of Trustees of the Patchogue-Medford Library hereby approves the proposal for Professional Services including project Management of Ceiling Replacement from The Facilities Management Group.

On a motion of Ms. Schiller, seconded by Ms. Ryder the Board accepted the quote from PBXstore in the amount of \$29,921.52, for a premise-based hybrid phone system. (Unanimous)

The Board conducted a review of the Public Behavior Policy and Cell Phone Use Policy.

On a motion of Ms. Ryder, seconded by Ms. Schiller, the Board approved the Public Behavior Policy.
(Unanimous)

On a motion of Ms. Ryder, seconded by Ms. Schiller, the Board approved the changes made to the Cell Phone Use Policy. (Unanimous)

On a motion of Ms. Ryder, seconded by Ms. Schiller, the Board approved the Conference Recommendations for Gary Lutz, Librarian II, Adult Services, to attend the annual NYLA Conference in November 2018, not to exceed \$1500 and Lissetty Thomas, Librarian II, Spanish Outreach, to attend the 3rd National Joint Conference of Librarians of Color in September 2018, not to exceed \$1600.
(Unanimous)

Jennifer Bollerman updated the Board on the progress of the Passport Program, planning a soft opening the last week of August. She also reported that this year the entire staff will be using online safety and training modules.

Danielle Paisley informed the Board of the necessary repair to the flooring at the Carnegie Library Teen Center and discussed improvements to the exterior of the building.

Sharon Roman reported that the discount tickets are a huge hit with our patrons, as well as the outdoor games. She also informed the Board that we now offer coupon books to Veterans.

The meeting was adjourned at 6:20 p.m.

Respectfully submitted,

Laura Maul