

A meeting of the Board of Trustees was held on September 26, 2018 at 5:30 p.m.

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

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

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

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

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

- a. Minutes of the August 15, 2018 Regular meeting
- b. Treasurer's report
- c. Financial Report
- d. Budget Report
- e. Bills

The bills as listed in the Check Report dated August 31, 2018 (August Addendum) totaling \$190,136.30 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 September 19, 2018 (September Warrant) totaling \$579,996.83 from the General Fund, \$1,873.00 from the Capital Fund and \$25,127.08 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. Kennedy, seconded by Ms. Ryder, the Board approved the following resolution. (Unanimous)

**RESOLVED**, that the Patchogue-Medford Library Board of Trustees hereby approves the proposal dated July 3, 2018 from Jimmy Gross Flooring for \$3,250 to repair and provide necessary maintenance work on the floors at the Carnegie Building.

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

**RESOLVED**, that the Patchogue-Medford Board of Trustees hereby approves the closure of the Carnegie Library building on November 9 and 10, 2018 to make necessary repairs and maintenance on the floors.

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

**RESOLVED**, that the Board of Trustees of the Patchogue-Medford Library hereby approves the Sunday Rate for fiscal year 2018-2019.

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

**RESOLVED**, that the Board of Trustees of the Patchogue-Medford Library hereby approves the proposal for claims auditing services from Rizzi, Schwarz & Taraskas effective for the period of July 1, 2018 to June 30, 2019.

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

**RESOLVED**, that the Board of Trustees of the Patchogue-Medford Library hereby approves the Central Library Budget as of August 31, 2018.

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

**RESOLVED**, that the Patchogue-Medford Board of Trustees hereby approves the NYS Construction Grants for the Patchogue-Medford Library facility and the Patchogue-Medford Carnegie Library facility.

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

**WHEREAS**, in accordance with the County-wide shared services property tax savings law adopted by New York State, representatives of the County, Towns, Villages and Districts within the County of Suffolk approved a plan for shared, coordinated and efficient services (the “Shared Services Plan”); and

**WHEREAS**, participating Towns, Villages and Districts within the County wish to create, in accordance with applicable New York Law, SuffolkShare, a cooperative organization to serve its members by pursuing options including, but not limited to operating and maintaining a regional procurement system, assisting its members in compliance with state bidding requirements, identifying qualified vendors of commodities, goods and services, facilitating the sharing of services and providing a platform to share information and facilitate discussions between members, all in an effort to realize potential economies, including administrative cost savings for SuffolkShare members; and

**WHEREAS**, Article 5-G of the General Municipal Law authorizes municipal entities to join together for the provision of municipal services for the performance among themselves or one for the other of their respective functions, powers and duties on a cooperative basis; now therefore be it

**RESOLVED**, that the Patchogue-Medford Library, be and herby is authorized to enter into all shared services, activities and programs in the Suffolk County shared services initiative.

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

**RESOLVED**, that the Patchogue-Medford Board of Trustees hereby approves the updated Circulation Policy.

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

**RESOLVED**, that the Patchogue-Medford Library Board of Trustees hereby approves the updated Rules and Regulations for Public Input at Meetings Policy.

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

**RESOLVED**, that the Patchogue-Medford Library Board of Trustees hereby approves the updated Sexual Harassment Policy.

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

**RESOLVED**, that the Patchogue-Medford Board of Trustees hereby approves the Conference Request for Tabitha Johnson to attend Internet Librarian from October 14 to October 19, 2018 at a cost not to exceed \$2,800.

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

**RESOLVED**, that the Patchogue-Medford Library Board of Trustees hereby approves the Conference Request for Danielle Paisley to attend the NYLA conference from November 7 to November 10, 2018 at a cost not to exceed \$1,500.

Jennifer Bollerman reported that the staff has completed the online sexual harassment training. She updated the Board on the progress of the Passport Program, and discussed the progress she has made on the revised Employee Handbook.

Danielle Paisley reported that the Library has applied for two NYS Construction grants. One for improvements to the exterior of the Carnegie Library and the other for the LED lighting project and HVAC replacement at the Main Library.

Laura Accardi updated the Board of all of the exciting events taking place in the Library Promotions Department.

The meeting was adjourned at 6:45 p.m.

Respectfully submitted,

Laura Maul