

March 20, 2019

A meeting of the Board of Trustees was held on March 20, 2019 at 5:30 p.m.

Attendance: Trustees Present: Ms. Ryder, Ms. Caselles, Ms. Schiller, Mr. Trabold, Ms. Kennedy  
Trustees Absent:  
Director: Ms. Paisley  
Assistant Director: Ms. Bollerman  
Library Clerk: Laura Maul  
Department Head: Jane Drake  
Guest: Ivan Carrasquillo, The Facilities Management Group

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

Ivan Carrasquillo from The Facilities Management Group discussed LED lighting and ceiling projects at the main library and presented different options for the side entrance of the Carnegie Library and plans for a digital display.

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

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

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

- a. Minutes of the February 13, 2019 Regular meeting
- b. Treasurer's report
- c. Financial Report
- d. Budget Report
- e. Bills

The bills as listed in the Check Report dated February 28, 2019 (February Addendum) totaling \$193,352.78 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 March 13, 2019 (March Warrant) totaling \$587,264.08 from the General Fund, \$23,066.32 from the Capital Fund and \$8,214.52 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. Ryder, 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 agreement with Evan Gape to reimburse him for his internet service in order to work remotely from home in the event of a library emergency.

On a motion of Ms. Kennedy, seconded by Ms. Caselles, the Board approved the Remote Access Policy and the Information Breach Notification Policy. (Unanimous)

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 approves the following addition to the Financial Policy (X g.) “Any reward points/money earned will be deducted from the total of the bill and reassigned to the General Fund Programming Account”.

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

**RESOLVED**, that the Patchogue-Medford Library Annual report for Public and Association Libraries – 2018 is approved for submittal to NY State Department of Education, Division of Library Development.

On a motion of Ms. Ryder, seconded by Ms. Kennedy, the Board agreed to table the discussion regarding parking. (Unanimous)

On a motion of Ms. Kennedy, seconded by Ms. Caselles, the Board agreed to table the discussion of the landline at the Carnegie Library. (Unanimous)

Jane Drake updated the Board of all the exciting events taking place in the Children’s Department.

The meeting was adjourned at 6:55 p.m.

Respectfully submitted,

Laura Maul