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

Attendance: 
Trustees Present: Mr. Trabold, Ms. Caselles, Ms. Ryder, Ms. Kennedy
Trustees Absent: Ms. Schiller
Director: Danielle Paisley
Assistant Director: Jennifer Bollerman
Library District Clerk: Laura Maul
Department Head: Jane Drake
Guests: Tabitha Kirshey, Digital Services Librarian & Makerspace Coordinator

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

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

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

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

a. Minutes of the October 16, 2019 Regular meeting
b. Treasurer's report
c. Financial Report
d. Budget Report
e. Bills
   The bills as listed in the Check Report dated October 31, 2019 (October Addendum) totaling $527,415.03 for the General Fund, $0.00 from the Capital Fund and $842.07 from the Central Library Fund. The bills as listed in the Check Report dated November 13 2019, (November Warrant) totaling $906,227.21 from the General Fund, $58542.55 from the Capital Fund and $3,815.12 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. Kennedy, the Board passed the following resolution. (Unanimous)

RESOLVED, that the Patchogue-Medford Library Board of Trustees hereby accepts the Roe Walkway License Agreement executed by the Incorporated Village of Patchogue to install and operate a surveillance camera system.

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

RESOLVED, that the Patchogue-Medford Library Board of Trustees hereby approves the Suffolk Cooperative Library System Budget for January – December, 2020.

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

RESOLVED, that the Patchogue-Medford Library Board of Trustees hereby approves the payment of the NY State Retirement bill by December 15, 2019 to take advantage of the prepayment discount.

On a motion of Ms. Kennedy, seconded by Ms. Ryder, the Board passed the following resolution. (Unanimous)
WHEREAS, the Patchogue-Medford Library is contemplating the following project for the 2019-2020 fiscal year:
  Replacement of existing flat roof and related flashings and coping with an energy efficient BUR system.

NOW, THEREFORE, BE IT RESOLVED, that the Patchogue-Medford Library is hereby designated as a “lead agency” under the State Environmental Quality Review Act (SEQRA), pursuant to New York State Education Guidelines dated August 2001: and

BE IT RESOLVED, that upon recommendation of the Library’s engineers, the Patchogue-Medford Library Board of Trustees hereby determines that the above referenced projects are actions subject to SEQRA: and

BE IT FURTHER RESOLVED, that upon the recommendation of the Library’s engineers, the Patchogue-Medford Library Board of Trustees hereby determines that the above referenced capital improvement projects are renovation and improvement projects listed under the SEQRA Regulations as Type II Actions, which, by definition, do not have a significant impact of the environment: and

BE IT FURTHER RESOLVED, that the Patchogue-Medford Library Board of Trustees directs the Director to forward a certified copy of this resolution to the New York State Education Department.

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

RESOLVED, that the Patchogue-Medford Library Board of Trustees hereby approves the proposal from NYS Contractor Milburn Flooring for the installation of LVT and cove base at a cost not to exceed $3,559.50.

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

RESOLVED, that the Patchogue-Medford Library Board of Trustees hereby approves the proposal from NYS Contractor AR Kropp for the purchase and installation of cabinets and countertops from Media Technologies, and desks from Smith Systems in the Makerspace at a cost not to exceed $7,084.12 and $1,159.32 respectively.

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

RESOLVED, that the Patchogue-Medford Library Board of Trustees hereby approves the proposal from NYS Contractor AR Kropp for the purchase and installation of desks in the Library Promotions and Development Office not to exceed $6,086.36.

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

RESOLVED, that the Patchogue-Medford Library Board of Trustees hereby approves the Carnegie Library to remain closed on December 31, 2019, due to the Library closing scheduled for 12 noon.

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

RESOLVED, that the Patchogue-Medford Library Board of Trustees hereby approves the conference request of Jennifer Bollerman, Assistant Director, to attend the PLA conference in Nashville, TN from February 26 through February 29, 2020, with costs not to exceed $1,500.
On a motion of Ms. Caselles, seconded by Ms. Ryder, the Board passed the following resolution. (Unanimous)

**RESOLVED,** that the Patchogue-Medford Library Board of Trustees hereby approves the conference request of Jeri Cohen, Head of Technology Development and Sustainability, to attend the ALA midwinter conference in Philadelphia, PA from January 24 through January 28, 2020, with costs not to exceed $2,000.

Jennifer Bollerman has been working on updating staff duty statements, conducting staff reviews and interviews for the Network Systems Specialist position.

Jane Drake updated the Board of the wonderful projects the Speciality Pages have been working on and the very successful programs in her department.

The meeting was adjourned at 6:56 p.m.

Respectfully submitted,

Laura Maul