

July 18, 2018

A meeting of the Board of Trustees was held on July 18, 2018 at 5:30 p.m.

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

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

On a motion of Ms. Caselles, seconded by Ms. Ryder, the board moved to appoint the Secretary of the Board, Danielle Paisley, to serve as temporary chairperson until the 2018-2019 Library Board Officers were elected and sworn in.

Danielle Paisley opened the floor for nominations for officers for fiscal year 2018-2019. Ms. Ryder nominated Harold Trabold to be President of the Board for the fiscal year 2018-2019, and the nomination was seconded by Ms. Caselles. Ms. Caselles nominated Ms. Ryder to be First Vice President of the Board for the fiscal year 2018-2019, and the nomination was seconded by Mr. Trabold. Ms. Ryder nominated Ms. Caselles to be Second Vice President of the Board for the fiscal year 2018-2019, and the nomination was seconded by Ms. Schiller. There being no further nominations, Mr. Trabold was elected President, Ms. Ryder was elected First Vice President, and Ms. Caselles was elected Second Vice President for the fiscal year 2018-2019 by unanimous consent.

The Library District Clerk administered the Oath of Office to the newly elected Officers of the Board.

The President of the Board, Mr. Trabold, resumed office acting as the chairperson.

On a motion of Ms. Ryder, seconded by Ms. Caselles, the Board adjourned to Executive Session to discuss personnel. On a motion of Ms. Caselles, 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 June 26, 2018 Regular meeting
- b. Treasurer's report
- c. Financial Report
- d. Budget Report
- e. Bills

The bills as listed in the Check Report dated June 30, 2018 (June Addendum) totaling \$575,800.87 for the General Fund, \$0.00 from the Capital Fund and \$3,624.61 from the Central Library Fund.

The bills as listed in the Check Report dated July 11, 2018 (July Warrant) totaling \$239,038.09 from the General Fund, \$0.00 from the Capital Fund and \$1,658.00 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. Caselles, seconded by Ms. Schiller, the Board agreed to table the discussion regarding the Letters of Credit proposal from BNB. (Unanimous)

The Board conducted an annual review of the Financial Policy, Investment Policy, Procurement Policy, Code of Ethics and Trustee Bylaws.

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

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

**RESOLVED**, that the Board of Trustees of the Patchogue-Medford Library hereby authorizes the following persons as signatories on accounts opened and maintained in the name of the Patchogue-Medford Library:

Kathryn L. Hurney, Treasurer  
Danielle Paisley, Director  
Jennifer Bollerman, Assistant Director  
Harold G. Trabold  
Lisa M. Caselles  
Elizabeth Kennedy  
Eleanor J. Ryder  
Bunnie Schiller

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

**RESOLVED**, that the Board of Trustees of the Patchogue-Medford Library hereby approves the Central Library Budget for fiscal year 2018-2019. (Unanimous)

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

**RESOLVED**, that the Board of Trustees of the Patchogue-Medford Library hereby approves the transfer of \$500,000 from the unassigned fund balance to the Post Employment Health Benefits fund as per GASB 75 as of June 30, 2018.

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

**RESOLVED**, that the Board of Trustees of the Patchogue-Medford Library hereby approves the transfer of \$1,000,000 from the unassigned fund balance to the Capital Projects Fund as of June 30, 2018.

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

**RESOLVED**, that the Board of Trustees of the Patchogue-Medford Library hereby approves the creation of the committed fund "Carnegie Library Improvements."

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

**RESOLVED**, that the Board of Trustees of the Patchogue-Medford Library hereby approves the proposal from the Facilities Management Group for professional services HVAC Capital project.

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

**RESOLVED**, that Laura Maul is appointed Library District Clerk and Danielle Paisley is appointed Assistant Library District Clerk for fiscal year 2018-2019.

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

**RESOLVED**, that Katherine L. Hurney is appointed Library District Treasurer at a fee of \$415.00 per month for fiscal year 2018-2019.

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

**RESOLVED**, that the following banks are designated as depositories for the funds of the Patchogue-Medford Library for the fiscal year 2018-2019: People's United Bank, maximum deposit not to exceed \$3,000,000; Bridgehampton National Bank, maximum deposit not to exceed \$8,000,000.

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

**RESOLVED**, that the following are designated as official newspapers of the Patchogue-Medford Library for the fiscal year 2018-2019: LI Advance and the South Shore Press.

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

**RESOLVED**, that the Board of Trustees of the Patchogue-Medford Library appoints the Joseph P. Price Agency as Insurance Brokers for the Patchogue-Medford Library for the fiscal year 2018-2019.

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

**RESOLVED**, that the Board of Trustees of the Patchogue-Medford Library hereby appoints the Law Offices of Thomas Volz as General and Personnel Counsel for the Patchogue-Medford Library for the fiscal year 2018-2019.

Jennifer Bollerman updated the board on the progress of the Passport Program, and discussed programs she is preparing for the staff. She reported that she is researching different companies to replace the outdated phone system.

Jane Drake reported on the wonderful programs in Children's geared to create more of a family experience. She also shared her excitement over the success of the Children's/Spanish Outreach early literacy programs.

The meeting was adjourned at 7:15 p.m.

Respectfully submitted,

Laura Maul

