A videoconference meeting of the Board of Trustees was held on April 15, 2020 at 5:30 p.m.

Attendance:
Trustees Present: Mr. Trabold, Ms. Ryder, Ms. Schiller, Ms. Kennedy
Trustees Absent: Ms. Caselles
Director: Danielle Paisley
Assistant Director: Jennifer Bollerman
Library District Clerk: Laura Maul

The meeting was called to order at 5:33 p.m.

On a motion of Ms. Ryder, seconded by Ms. Schiller, the Board adjourned to Executive Session to discuss the emergency closure of the Library Facilities as per the Executive Order of the Governor of the State of New York. (Unanimous)

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

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

a. Minutes of the March 25, 2020 Special meeting
b. Treasurer's report
c. Financial Report
d. Budget Report
e. Bills
   The bills as listed in the Check Report dated March 31, 2020 (March Addendum) totaling $298,077.19 for the General Fund, $0.00 from the Capital Fund and $84.16 from the Central Library Fund. The bills as listed in the Check Report dated April 8, 2020, (April Warrant) totaling $273,694.64 from the General Fund, $19,552.44 from the Capital Fund and $175.00 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. Kennedy, seconded by Ms. Schiller, the Board passed the following resolution. (Unanimous)

RESOLVED, that the Patchogue-Medford Library Board of Trustees hereby extends the emergency closure of the Library Facilities through Wednesday, April 29, 2020 as per Executive Order of the Governor of the State of New York, No. 202.14: Continuing Temporary Suspension and Modification of Laws Relating to the Disaster Emergency.

On a motion of Ms. Ryder, seconded by Ms. Kennedy, the Board agreed to table the discussion of the RFQ analysis for the Medford Library Project. (Unanimous)

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

WHEREAS, Patchogue-Medford Library (“the Employer”) a 501(c)(3) organization in the State of New York hereby consents to the adoption of the following resolutions and certifies that such resolutions have not been modified or rescinded.

RESOLVED, that effective January 1, 2020 the Employer hereby amends and restates the Patchogue-Medford Library 403(b) Non-ERISA Plan (“the Plan”) in compliance with the terms and provisions of the Section 403(b) of the Internal Revenue Code.
RESOLVED, that effective January 1, 2020 the Employer appoints Patchogue-Medford Library (“the Plan Administrator”) as the Plan Administrator and delegates the administrative duties and responsibility as noted in the terms and conditions set forth in the service agreements executed by the parties. As evidenced in this agreement, the Plan Administrator shall have all the powers, discretion and authority to administer the Plan as the Plan Administrator to the extent specified in the Plan.

RESOLVED, that the Patchogue-Medford Library 403(b) Non-ERISA Plan presented to the governing board is hereby adopted and approved and that the proper officers of the Employer are hereby authorized and directed to execute and deliver to the Plan Administrator one or more counterparts of the Plan.

RESOLVED, that the Plan shall consist of the Adoption Agreement, the DATAIR Section 403(b) Base Plan, Administrative Addendum and Administrative and Funding Addendum.

RESOLVED, that the Plan Administrator shall act as soon as possible to notify employees of the Employer of the adoption of the Plan by delivering to each employee a summary of the Plan's provisions and a list of current and former Vendors approved under the Plan.

Jennifer Bollerman informed the Board that she is in contact with the staff answering questions, running leadership groups, providing online training manuals and updating orientation procedures for new employees.

The meeting was adjourned at 6:15 p.m.

Respectfully submitted,

Laura Maul