March 20, 2020

A meeting of the Board of Trustees was held on March 18, 2020 at 5:30 p.m.

Attendance: Trustees Present: Mr. Trabold

Trustees Present Phone Conference: Ms. Ryder, Ms. Caselles, Ms. Schiller

Trustees Absent: Ms. Kennedy

Director: Danielle Paisley

Assistant Director: Jennifer Bollerman

Library District Clerk: Laura Maul

Adult Services Coordinator Video Conference: Jose Hernandez

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

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

1. Minutes of the February 26, 2020 Regular meeting
2. Treasurer's report
3. Financial Report
4. Budget Report
5. Bills

The bills as listed in the Check Report dated February 29, 2020 (February Addendum) totaling $279,606.56 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 11, 2020, (March Warrant) totaling $456,633.42 from the General Fund, $14,148.74 from the Capital Fund and $140,049.95 from the Central Library Fund.

1. Report of the Library Director (includes circulation reports, patron usage reports)
2. Personnel Report

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

**RESOLVED,** that the Patchogue-Medford Library Board of Trustees hereby approves the draft of the Infectious Disease Control and Prevention Procedures Policy.

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

**RESOLVED,** that the Patchogue-Medford Board of Trustees hereby approves the closure of Library Facilities through April 1, 2020, due to the nationwide COVID-19 pandemic and to comply with recommended procedures for social distancing.

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

**RESOLVED,** that the Patchogue-Medford Library Board of Trustees hereby approves the Patchogue-Medford Library Annual report for Public and Association Libraries – 2019 for submittal to NY State Department of Education, Division of Library Development.

On a motion of Ms. Caselles, seconded by Ms. Ryder, the Board agreed to table the discussion regarding the 2020-2021 Annual Budget Vote and Trustee Election. (Unanimous)

Jennifer Bollerman assured the Board that she is working diligently to keep the staff engaged and productive during the library closure due to the COVID-19 pandemic.

Jose Hernandez informed the Board that he is working closely with Patchogue COAD (Community Organizations Active in Disasters) and finding ways to keep library staff, patrons and the community well informed.

The meeting was adjourned at 5:44 p.m.

Respectfully submitted,

Laura Maul