

July 15, 2020

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

Attendance: Trustees Present: Mr. Trabold, Ms. Kennedy, Ms. Caselles, Ms. Ryder, Ms. Schiller
Director: Danielle Paisley
Assistant Director: Jennifer Bollerman
Library District Clerk: Laura Maul
Asst. Library Clerk: Debbie Bacon
Guest: Ivan Carrasquillo, The Facilities Management Group

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

Ivan Carrasquillo gave the Board an update on the Roof Replacement Project.

On a motion of Ms. Ryder, seconded by Ms. Caselles, the Board moved to appoint Danielle Paisley, to serve as temporary chairperson until the 2020-2021 Library Board Officers were elected and sworn in.

Danielle Paisley opened the floor for nominations for officers for fiscal year 2020-2021. Ms. Ryder nominated Harold Trabold to be President of the Board for the fiscal year 2020-2021. Ms. Caselles nominated Eleanor Ryder to be First Vice President of the Board for the fiscal year 2020-2021. Ms. Caselles nominated Elizabeth Kennedy to be Second Vice President of the Board for the fiscal year 2020-2021. There being no further nominations, Harold Trabold was elected President, Eleanor Ryder was elected First Vice President, and Elizabeth Kennedy was elected Second Vice President for the fiscal year 2020-2021 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. Schiller, the Board entered into Executive Session to discuss personnel. (Unanimous)

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

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

- a. Minutes of the June 17, 2020 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, 2020 (June Addendum) totaling \$437,191.99 from the General Fund, \$0.00 from the Capital Fund and \$525.00 from the Central Library Fund. The bills as listed in the Check Report dated July 8, 2020, (July Warrant) totaling \$244,932.95 from the General Fund, \$1,600.00 from the Capital Fund and \$0.00 from the Central Library Fund.

- f. Report of the Library Director (includes circulation reports, patron usage reports)
- g. Personnel Report

The Board conducted their Annual Review of the Financial Policy, Investment Policy, Procurement Policy, Code of Ethics and Trustees Bylaws, and on a motion of Ms. Schiller, seconded by Ms. Ryder, the Board approved the policies. (Unanimous)

On a motion of Ms. Ryder, seconded by Ms. Kennedy, the Board approved the Maker Space Policy. (Unanimous)

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

RESOLVED, that the Patchogue-Medford Library Board of Trustees hereby authorize the President of the Board of Trustees and the Library Director to enter into an agreement with H2M Architects & Engineers for the purpose of construction of the Medford Branch of the Patchogue-Medford Library.

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

RESOLVED, that the Patchogue-Medford Library Board of Trustees 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
Eleanor J. Ryder
Lisa M. Caselles
Elizabeth Kennedy
Bunnie Schiller

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

RESOLVED, that the Patchogue-Medford Library Board of Trustees hereby approve the Central Library Budget.

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

RESOLVED, that the Patchogue-Medford Library Board of Trustees hereby authorizes the transfer of \$500,000 from the General Fund fiscal year ending June 30, 2020, and \$500,000 from the General Fund to the committed fund Medford Library Project.

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

RESOLVED, that the Patchogue-Medford Library Board of Trustees hereby accepts the proposal for the Roof Replacement Project from DME Construction for \$525,700.00.

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

RESOLVED, that the Patchogue-Medford Library Board of Trustees hereby appoint Laura Maul as Library District Clerk and Debbie Bacon and Danielle Paisley as Assistant Library District Clerks for fiscal year 2020-2021.

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

RESOLVED, that the Patchogue-Medford Library Board of Trustees hereby appoint Kathryn L. Hurney as Library District Treasurer at a fee of \$415 per month for fiscal year 2020-2021.

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

RESOLVED, that the Patchogue-Medford Library Board of Trustees hereby authorizes the following banks and their successors as depositories for the funds of the Patchogue-Medford Library for the fiscal year 2020-2021: People's United Bank, maximum deposit not to exceed \$1,200,000; Sterling National Bank,

maximum deposit not to exceed \$550,000; Bridgehampton National Bank, maximum deposit not to exceed \$8,500,000.

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

RESOLVED, that the Patchogue-Medford Library Board of Trustees hereby designates the LI Advance as the official newspaper of the Patchogue-Medford Library for the fiscal year 2020-2021.

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

RESOLVED, that the Patchogue-Medford Library Board of Trustees hereby accept the proposal of and appoint the firm of Baldessari & Coster, LLC, as accountant and external auditor of the Patchogue-Medford Library for the fiscal year 2020-2021.

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

RESOLVED, that the Patchogue-Medford Library Board of Trustees hereby accept the proposal and appoint Joseph P. Price of the Cook Maran Insurance Brokerage as the Insurance Broker for the Patchogue-Medford Library for the fiscal year 2020-2021.

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

RESOLVED, that the Patchogue-Medford Library Board of Trustees hereby appoint the Law Offices of Thomas Volz as General and Personnel Counsel for the Patchogue-Medford Library for the fiscal year 2020-2021.

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

RESOLVED, that the Patchogue-Medford Library Board of Trustees hereby accept the proposal of Thermal Solutions, Inc as the HVAC service company for the Patchogue-Medford Library for fiscal year 2020-2021.

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

RESOLVED, that the Patchogue-Medford Library Board of Trustees choose to engage Rizzi, Schwarz & Taraskas accounting firm to audit all claims and make recommendations to the Board of Trustees each month regarding payment for the 2020-2021 fiscal year.

Jennifer Bollerman informed the Board that she has been updating job descriptions and has been working on preparing duty statements for new positions. Also, she has been researching exciting new marketing tools.

The meeting was adjourned at 6:34 p.m.

Respectfully submitted,

Laura Maul