

A virtual meeting of the Board of Trustees was held on January 20, 2021 at 5:30 p.m.

Attendance:	Trustees Present:	Mr. Trabold, Ms. Kennedy, Ms. Ryder, Ms. Caselles
	Trustees Absent:	Ms. Schiller
	Director:	Danielle Paisley
	Assistant Director:	Jennifer Bollerman
	Library District Clerk:	Laura Maul
	Asst. Library Clerk:	Debbie Bacon
	Guests:	Katie Stone, H2M Architects & Engineers Ivan Carrasquillo, The Facilities Management Group

The meeting was called to order at 5:30 p.m.

Ms. Stone attended a costs estimate meeting for the Medford Project and discussed the estimates in detail with the Board.

Mr. Carrasquillo informed the Board of his findings after reviewing the cost estimates presented by Ms. Stone.

On a motion of Ms. Ryder, seconded by Ms. Kennedy, the Board entered into Executive Session to discuss personnel. (Unanimous)

On a motion of Ms. Ryder, seconded by Ms. Caselles, the Board adjourned 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 December 16, 2020 Board Meeting
- b. Treasurer's report
- c. Financial Report
- d. Budget Report
- e. Bills

The bills as listed in the Check Report dated December 31, 2020, (December Addendum) totaling \$308,131.67 from 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 January 13, 2021, (January Warrant) totaling \$327,730.17 from the General Fund, \$93,918.35 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

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

RESOLVED, that the “Notice of Special District Meeting of the Patchogue-Medford (Public) Library” is approved as submitted for publication in the L.I. Advance, South Shore Press and Noticias on February 17, 2021, February 24, 2021, March 3, 2021 and March 10, 2021.

RESOLVED, that the nominating petitions for the position of Library Trustee shall be available beginning February 3, 2021. Petitions shall be filed in the Office of the Library District Clerk not later than 5:30 p.m. on Monday, March 8, 2021.

RESOLVED, that as per Section 1501-c of the New York State Education Law, the Board of Trustees of the Patchogue-Medford Library hereby appoints Barbara Ramirez and Juta Rohtla, Chairpersons of the Board of registration to attend the Medford Multicare Center for Living, 3115 Horseblock Road, Medford, NY 11763 not earlier than thirteen days before or later than the day before the annual vote for the purpose of distribution of absentee ballots to residents of the facility who have duly registered and requested absentee ballots for the Annual Budget Vote and Trustee Election of the Patchogue-Medford Library.

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

RESOLVED, that the Patchogue-Medford Library Board of Trustees authorizes the Library Director to enter into a five year contract with Jet Sanitation for sanitation services for the Main Library at a cost of \$316.00 per month.

RESOLVED, that the Patchogue-Medford Library Board of Trustees hereby approves the Retention and Disposition Schedule for New York Local Government Records (LGS-1), issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, and containing legal minimum retention periods for local government records, is hereby adopted for use by all officers in legally disposing of valueless records listed therein.

FURTHER RESOLVED, that in accordance with Article 57-A:

- a) Only those records will be disposed of that are described in Retention and Disposition Schedule for New York Local Government Records (LGS-1), after they have met the minimum retention periods described therein;
- b) Only those records will be disposed of that do not have sufficient administrative, fiscal, legal, or historical value to merit retention beyond established legal minimum periods.

On a motion of Ms. Ryder, seconded by Ms. Caselles, the Board approved the updated Financial Policy (including Record Retention). (Unanimous)

Danielle Paisley discussed budget planning for the 2021-2022 fiscal year, cost comparisons for building management control systems, and design options for the Copy Center.

Jennifer Bollerman continues to mentor staff and department heads working in new positions.

The meeting was adjourned at 7:21 p.m.

Respectfully submitted,

Laura Maul