

A virtual meeting of the Board of Trustees was held on April 21, 2021 at 5:30 p.m.

Attendance: Trustees Present: Mr. Trabold, Ms. Kennedy, Ms. Ryder, Ms. Schiller, Ms. Caselles
Director: Danielle Paisley
Assistant Director: Jennifer Bollerman
Library District Clerk: Laura Maul
Asst. Library Clerk: Debbie Bacon
Guests: Jeri Cohen, Technology, Development and Sustainability
Katie Stone, Eric Maisch, Rachael Grodski, H2M Architects & Engineers
Ivan Carrasquillo, The Facilities Management Group

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

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. Schiller, the Board adjourned Executive Session. (Unanimous)

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

- a. Minutes of the March 17, 2021 Board Meeting
- b. Treasurer's report
- c. Financial Report
- d. Budget Report
- e. Bills

The bills as listed in the Check Report dated March 31, 2021 (March Addendum) totaling \$290,065.85 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 April 14, 2021, (April Warrant) totaling \$932,578.74 from the General Fund, \$73,315.50 from the Capital Fund and \$1,825.00 from the Central Library Fund.

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

Ms. Grodski informed the Board of changes made to the floor plan for the Medford Library project. Ms. Stone advised that the cost estimate update will be ready by May 5, 2021.

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

RESOLVED, that the Board of Trustees of the Patchogue-Medford Library hereby approves the Medford Library project design and updated schedule, submitted by H2M Architects & Engineers on 4/21/21.

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

RESOLVED, that the Board of Trustees of the Patchogue-Medford Library hereby approves the updated Emergency Procedures plan to include a Disaster Plan in accordance with updated NYS minimum standards.

On a motion of Ms. Ryder, seconded by Ms. Schiller, the Board approved the launch of the new website as previewed at the March board meeting (Unanimous)

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

RESOLVED, that the Board of Trustees of the Patchogue-Medford Library certifies the results of the 2021-2022 Patchogue-Medford Library Budget Vote and Trustee Election as follows:

Proposition I – Patchogue-Medford Public Library Budget
Yes 217 No 33
Trustee: For a 5-year term ending June 30, 2026:
Bunnie Schiller, 130

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

RESOLVED, that the Board of Trustees of the Patchogue-Medford Library hereby ratifies the Memorandum of Agreement between the Board of Trustees of the Patchogue-Medford Library and the CSEA Local 1000 AFSCME, AFL-CIO, covering the term of July 1, 2021 through June 30, 2023 and authorizes the Library Director to sign the agreement on behalf of the Board of Trustees.

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

RESOLVED, that the Board of Trustees of the Patchogue-Medford Library hereby approves the proposal from Leo and Khamila's Landscaping Corp at a cost not to exceed \$3,570.00

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

RESOLVED, that the Board of Trustees of the Patchogue-Medford Library hereby approves the proposal from Thermal Solutions for an HVAC maintenance agreement for the Carnegie Library for May 2021-April 2022 at a cost not to exceed \$1,805.00

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

RESOLVED, that the Board of Trustees of the Patchogue-Medford Library hereby approves the purchase of a new storage area network appliance off the NYS Government contract at a cost not to exceed \$32,690.14.

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 approves the proposal from Camelot Party Rentals for temporary outdoor tents for the Carnegie Lawn and Main Library Courtyard at a cost not to exceed \$3,005.40 and \$5,680.00 respectively.

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

RESOLVED, that the Board of Trustees of the Patchogue-Medford Library hereby approves the proposal from Quarltre's Painting to remove existing peeling paint, sand and paint two walls and stairwell in the Library courtyard at a cost not to exceed \$2,500.00.

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 approves the proposal of FP Finance for the lease of a postal machine at a cost of \$135/month for a period of 63 months and authorizes the Director to enter in a contract hereto.

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

RESOLVED, that the Board of Trustees of the Patchogue-Medford Library hereby approves the proposal for Benny Migs Photo for interior and exterior photos of the Library buildings and headshots for library staff and board members at a cost not to exceed \$1,400.00.

On a motion of Ms. Ryder, seconded by Ms. Caselles, the Board approved the Library closure on Monday, June 21, 2021 at 5pm (or subsequent rain date) due to the Patchogue-Medford Prom on Main Street. (Unanimous)

Jeri Cohen announced that the Library has received the Sustainable Libraries Initiative certificate for completing the Sustainable Library Certification Program.

Jennifer Bollerman informed the Board that she has completed the Disaster Plan, continues to research COVID guidelines, and is creating a new incident report platform. The findings of her Safety and Wellness survey calculated levels of stress in staff.

The meeting was adjourned at 6:35 p.m.

Respectfully submitted,

Laura Maul