

June 17, 2021

A meeting of the Board of Trustees was held on June 16, 2021 at 5:30 p.m.

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

The meeting was called to order at 5:31 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. Kennedy, seconded by Ms. Ryder, the Board ended the 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 May 19, 2021 meeting
- b. Minutes of the May 27, 2021 special meeting
- c. Treasurer's report
- d. Financial Report
- e. Budget Report
- f. Bills

The bills as listed in the Check Report dated May 31, 2021 (May Addendum) totaling \$290,153.82 for the General Fund, \$0.00 from the Capital Fund and \$283.44 from the Central Library Fund. The bills as listed in the Check Report dated June 9, 2020, (June Warrant) totaling \$289,762.01 from the General Fund, \$76,976.59 from the Capital Fund and \$1,825.00 from the Central Library Fund.

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

On a motion of Ms. Kennedy, seconded by Ms. Ryder, the Board approved the SED paperwork for the Medford Library project, prepared by H2M Architects + Engineers on the Library's behalf. (Unanimous)

On a motion of Ms. Kennedy, seconded by Ms. Ryder, the Board approved the mural design of artist Caitlyn Shea. (Unanimous)

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

**RESOLVED**, that the Patchogue-Medford Library Board of Trustees hereby establishes the following as standard work days for its employees and will report days worked to the New York State and Local Employees' Retirement System based on the time keeping system or the record of activities maintained and submitted by these members to the clerk of this body: All Employees, 7 hour work day.

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

**RESOLVED**, that the Patchogue-Medford Library Board of Trustees hereby approve the transfer of \$40,325 from the Central Book Aid Fund to the General Fund for non-fiction library materials.

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

**RESOLVED**, that the President of the Patchogue-Medford Library Board of Trustees is authorized to execute salary agreements with Jordan Zavesky, Toren Perkins, Jennifer Bollerman, Danielle Paisley, Debbie Bacon, and Security Guards for 2021-2022.

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

**RESOLVED**, that the Patchogue-Medford Library Board of Trustees hereby appoint the firm of Baldessari & Coster as external auditors of the Patchogue-Medford Library for the fiscal year ending June 30, 2021.

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

**RESOLVED**, that the Patchogue-Medford Library Board of Trustees approves the HVAC service contract from Thermal Solutions for the fiscal year 2021-2022.

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

**RESOLVED**, that the Patchogue-Medford Library Board of Trustees hereby approves the proposal of Tuff Guard to provide a heavy prune and reduction of six Zelcova trees on the western end of the Carnegie Library property at a cost not to exceed \$2,450. Due to the time sensitivity of the pruning, the proposal stands and work will be completed in the Fall.

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

**RESOLVED**, that the Patchogue-Medford Library Board of Trustees hereby approves the invoice of BBS Archtiects in the amount of \$2,460 for copy center design.

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

**RESOLVED**, that the Patchogue-Medford Library Board of Trustees hereby approves the change order from PW Grosser for additional work in relation to SEQRA analysis in the amount of \$3,602.34.

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

**RESOLVED**, that the Patchogue-Medford Library Board of Trustees hereby approves the proposal of Brookhaven Locksmiths to repair various doors at a cost not to exceed \$2,021.60.

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

**RESOLVED**, that the Patchogue-Medford Library Board of Trustees hereby approves the invoice of Integrity Fire Solutions in the amount of \$5,650 to repair and connect HVAC relay shut-offs for all rooftop HVAC units.

On a motion of Ms. Ryder, seconded by Ms. Kennedy, the Board approved the proposal from Leo & Khamila in the amount of \$9,541.49 to provide roof decking. (Unanimous)

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

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

Jennifer Bollerman updated the Board on recent Justice, Equity, Diversity & Inclusion (JEDI) training and United Way interns that may be available to work at the Library. She announced the restructuring of Career Online High School and informed the board that there are currently 14 students and 14 graduates. The warehouse is in the process of being purged and cleaned.

The meeting was adjourned at 6:57 p.m.

Respectfully submitted,

Debbie Bacon