

July 23, 2021

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

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

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

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

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

Eric Maisch, H2M Architects and Engineers, discussed the parking lot design of the future Medford branch of the Patchogue-Medford Library.

On a motion of Ms. Kennedy, seconded by Ms. Caselles, the Board moved to appoint Danielle Paisley, to serve as temporary chairperson until the 2021-2022 Library Board Officers were elected and sworn in.

Danielle Paisley opened the floor for nominations for officers for fiscal year 2021-2022. Ms. Kennedy nominated Harold Trabold to be President of the Board for the fiscal year 2021-2022. Ms. Caselles nominated Elizabeth Kennedy to be First Vice President of the Board for the fiscal year 2021-2022. Ms. Kennedy nominated Eleanor Ryder to be Second Vice President of the Board for the fiscal year 2021-2022. There being no further nominations, Harold Trabold was elected President, Elizabeth Kennedy was elected First Vice President, and Eleanor Ryder was elected Second Vice President for the fiscal year 2021-2022 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. Kennedy, seconded by Ms. Caselles, the Board entered into a second Executive Session to further discuss personnel. (Unanimous)

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

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

- a. Minutes of the June 16, 2021 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, 2021 (June Addendum) totaling \$345,639.29 from the General Fund, \$-668.75 from the Capital Fund and \$525.00 from the Central Library Fund. The bills as listed in the Check Report dated July 14, 2021, (July Warrant) totaling \$388,696.46 from the General Fund, \$2,025.00 from the Capital Fund and \$6,126.29 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. Kennedy, seconded by Ms. Caselles, the Board approved the policies. (Unanimous)

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 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. Kennedy, the Board approved the following resolution. (Unanimous)

**RESOLVED**, that the Patchogue-Medford Library Board of Trustees hereby approve the Central Library Budget for 2021-2022.

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 authorizes the purchase of a 2005 Chevrolet Express Van for a cost not to exceed \$7,000.

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

**RESOLVED**, that the Patchogue-Medford Library Board of Trustees hereby appoint Debbie Bacon as Library District Clerk and Toren Perkins as Assistant Library District Clerks for fiscal year 2021-2022.

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 appoint Kathryn L. Hurney as Library District Treasurer at a fee of \$415 per month for fiscal year 2021-2022.

On a motion of Ms. Caselles, 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 2021-2022: People's United Bank, maximum deposit not to exceed \$2,000,000; Sterling National Bank, maximum deposit not to exceed \$550,000; First National Bank of Long Island, maximum deposit not to

exceed \$300,000; Dime Community Bank (formerly Bridgehampton National Bank), maximum deposit not to exceed \$8,500,000.

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 designates the LI Advance as the official newspaper of the Patchogue-Medford Library for the fiscal year 2021-2022.

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 appoints the Joseph P. Price Agency as the Insurance Broker for the Patchogue-Medford Library for the fiscal year 2021-2022.

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 appoint the Law Offices of Volz & Vigliotta as General and Personnel Counsel for the Patchogue-Medford Library for the fiscal year 2021-2022.

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 chooses 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 2021-2022 fiscal year.

Jennifer Bollerman informed the Board that she has been working on educating staff on self-awareness and customer service. She also informed the Board that the Library has summer interns through United Way.

The meeting was adjourned at 7:45 p.m.

Respectfully submitted,

Debbie Bacon