

Patchogue-Medford Library  
Board of Trustees  
Wednesday, January 20, 2021  
5:30 pm

Agenda

- I. Call to Order
- II. Guest: Katie Stone, H2M Architects and Engineers; Ivan Carrasquillo, the Facilities Management Group
- III. Consent Agenda
  - Motion to approve the Minutes of the December 16, 2020 meeting
  - Motion to approve the Treasurer's report
  - Motion to approve the Financial Report
  - Motion to approve the Budget Report
  - Motion to approve the Bills
  - Motion to approve the Report of the Library Director (includes circulation reports, patron usage reports)
  - Motion to approve the Personnel Report
- IV. Communications
  - a. Department of Transportation notification
- V. Old/Unfinished Business
  - a. Medford Library Discussion
  - b. Budget Discussion
  - c. Copy Center discussion
  - d. Cost comparison for building management control systems.
- VI. New Business
  - a. Vote Administration
    - i. **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.

- ii. **RESOLVED**, that 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.
  
- iii. **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.

b. Sanitation Company Renewal

**RESOLVED**, that the Board of Trustees of the Patchogue Medford Library 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.

c. Records Retention and Disposition

**RESOLVED**, that the Board of Trustees of the Patchogue Medford Library hereby approve 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.

d. Updated Financial Policy (including Record Retention) (motion to approve)

- VII. Update from Jennifer Bollerman
- VIII. Other
- IX. Executive Session (personnel)
- X. Adjournment

