

Patchogue-Medford Library
Board of Trustees
Wednesday, June 16, 2021
5:30 pm

Agenda

- I. Call to Order
- II. Executive session to discuss personnel
- III. Consent Agenda
 - Motion to approve the Minutes of the May 19, 2021 regular meeting and May 27, 2021 special meeting
 - Motion to approve the Treasurer's report
 - Motion to approve the Financial Report
 - Motion to approve the Personnel 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. Email from Patron
 - b. Village notice
 - c. Mercy Center thank you
- V. Old/Unfinished Business
 - a. Medford Library Project--SED paperwork prepared by H2M Architects + Engineers on the Library's behalf. (motion to approve)
 - b. Mural (motion to approve schematic)
- VI. New business
 - a. NYSLRS Standard Work Day Resolution

RESOLVED, that the Board of Trustees of the Patchogue-Medford Library, 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.
 - b. Fund Transfer

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

c. Staff Contracts

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

d. External Auditor

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

e. HVAC

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

f. Tree Pruning at Carnegie Library

RESOLVED, that the Board of Trustees of the Patchogue Medford Library approve 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 \$2450.

g. Copy Center Design

RESOLVED, that the board of trustees of the Patchogue Medford Library approve the invoice of BBS Architects in the amount of \$2460, for copy center design.

h. PW Grosser

RESOLVED, that the Board of Trustees of the Patchogue Medford Library approves the change order from PW Grosser for additional work in relation to SEQRA analysis in the amount of \$3602.34.

i. Brookhaven Locksmiths

RESOLVED, that the Board of Trustees of the Patchogue Medford Library approve the proposal of Brookhaven Locksmiths to repair various doors at a cost not to exceed \$2021.60.

j. HVAC Relay issue resolved

RESOLVED, that the board of trustees of the Patchogue Medford Library approve the invoice of Integrity Fire Solutions in the amount of \$5650 to repair and connect HVAC relay shut-offs for all rooftop HVAC units.

k. Roof Decking

VII. Update from Jennifer Bollerman

VIII. Period of Public Comment

IX. Adjournment