

A meeting of the Board of Trustees was held on September 22, 2021 at 5:30 p.m.

Attendance: Trustees Present: Mr. Trabold, Ms. Kennedy, Ms. Ryder, Ms. Schiller
Trustees Absent: Ms. Caselles
Director: Danielle Paisley
Assistant Director: Jennifer Bollerman
Library District Clerk: Debbie Bacon
Guest Librarian: Michele Cayea
Guests: Ivan Carrisquillo, Eric Maisch H2M (virtual)

The meeting was called to order at 6:00 p.m.

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

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

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

- a. Minutes of the August 18, 2021 Meeting
- b. Treasurer's report
- c. Financial Report
- d. Budget Report
- e. Bills

The bills as listed in the Check Report dated August 31, 2021 (August Addendum) totaling \$115,384.80 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 September 15, 2021, (September Warrant) totaling \$301,440.12 from the General Fund, \$4,385.00 from the Capital Fund and \$30,760.86 from the Central Library Fund.

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

Eric Maisch, H2M, discussed the bid process, including schedule and bid award date, with the Board. He also discussed specification updates including a sloping sidewalk for handicap access. Danielle Paisley discussed the patio brick fundraiser with Mr. Maisch to ensure that it will be included in the plans. Mr. Maisch confirmed add-alternates of an operable partition wall, generator connection, and geothermal and fire sprinklers.

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

RESOLVED, that the Patchogue-Medford Library Board of Trustees hereby authorize Harold Trabold, President of the Board of Trustees of the Patchogue-Medford Library, to sign the amended agreement with the Town of Brookhaven which authorizes the Library to plan and construct a parking lot at the site of the future Medford Branch Library, and allocates Caithness funds from the town of Brookhaven towards this construction.

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

RESOLVED, that the Patchogue-Medford Library Board of Trustees hereby approve the NYS DLD Construction Aid Grant number 0386-22-9493 for the construction of the Medford Branch Library.

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

RESOLVED, that the Patchogue-Medford Library Board of Trustees hereby approve the conference requests of Danielle Paisley, Jennifer Bollerman, and Tabitha Kirshey to attend the NYLA Annual Conference in Syracuse NY from Wednesday, November 3 through Saturday November 6, 2021 at a cost not to exceed \$1,500.00 per person.

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

RESOLVED, that the Patchogue-Medford Library Board of Trustees hereby approve the proposal of PKJ Electrical Corp to provide separation of circuits at the Carnegie Library at a cost not to exceed \$1,275.00.

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

RESOLVED, that the Patchogue-Medford Library Board of Trustees hereby approve the proposal of HB Millwork to provide maintenance work on the front doors of the Carnegie Library at a cost not to exceed \$1,670.00.

Jennifer Bollerman updated the Board on Covid guidelines, personnel, and Team E (Equity) and informed them that the burglar panel has been replaced with a used but outdated version. We will revisit its full replacement at a later date. The Board discussed the Library's new Customer Service Guidelines and Code of Conduct, to be included in the updated Employee Handbook.

On a motion of Ms. Ryder, seconded by Ms. Schiller, the Board adding the new Customer Service Guidelines and Code of Conduct to the Employee Handbook.

Michele Cayea thanked the Board for her recent promotion to the Head of Public Services and Relations. Ms. Cayea discussed her recent accomplishments, community relations, and work in the community.

The meeting was adjourned at 7:08 p.m.

Respectfully submitted,

Debbie Bacon