

A virtual meeting of the Board of Trustees was held on December 15, 2021 at 5:30 p.m.

Attendance: Trustees Present: Mr. Trabold, Ms. Kennedy, Ms. Caselles, Ms. Ryder, Ms. Schiller  
Director: Danielle Paisley  
Assistant Director: Jennifer Bollerman  
Library District Clerk: Debbie Bacon  
Guests: Al Coster, Baldessari & Coster, LLP

The meeting was called to order at 5:30 p.m.

Al Coster reviewed the Patchogue-Medford Library Annual Audit for the Fiscal year ending June 30, 2021.

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

- a. Minutes of the November 17, 2021 Regular Meeting
- b. Treasurer's report
- c. Financial Report
- d. Budget Report
- e. Bills

The bills as listed in the Check Report dated November 30, 2021 (November Addendum) totaling \$306,711.14 from the General Fund, \$0.00 from the Capital Fund and \$362.25 from the Central Library Fund. The bills as listed in the Check Report dated December 8, 2021, (December Warrant) totaling \$311,825.40 from the General Fund, \$206,046.18 from the Capital Fund and \$6,533.68 from the Central Library Fund.

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

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 Audit for the fiscal year ending June 30, 2021 as presented by Al Coster of Baldessari & Coster, LLP.

On a motion of Ms. Ryder, seconded by Ms. Schiller, the Board tabled further discussion of the price increase from LI Waste Services. (Unanimous)

On a motion of Ms. Caselles, seconded by Ms. Ryder, the Board adopted the new policy for Notary Services for the public.

On a motion of Ms. Ryder, seconded by Ms. Kennedy, the Board approved the updated Public Health and Emergency Procedures. (Unanimous)

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

**RESOLVED**, that the Patchogue-Medford Library Board of Trustees hereby accepts the bid of JNS Heating Service, Inc. for mechanical construction work for the Medford Library project at a cost not to exceed \$718,000.

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

**RESOLVED**, that the Patchogue-Medford Library Board of Trustees hereby accepts the bid of Preferred Construction, Inc. for general construction work for the Medford Library project at a cost not to exceed \$3,132,500.

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

**RESOLVED**, that the Patchogue-Medford Library Board of Trustees hereby accepts the bid from WHM Plumbing and Heating Contractors for plumbing construction work for the Medford Library project as a cost not to exceed \$370,198.

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

**RESOLVED**, that the Patchogue-Medford Library Board of Trustees hereby accepts the bid from Relle Electric Corp for electric construction work, with alternates, for the Medford Library project at a cost not to exceed \$805,683.

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

**RESOLVED**, that the Patchogue-Medford Library Board of Trustees hereby approve the invoice of H2M Architects and Engineers for the services rendered through September 2021 for the Medford Library project at a cost of \$194,496.18.

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

**RESOLVED**, that the Patchogue-Medford Library Board of Trustees hereby approve the transfer of \$701,081 from the 2021 budgetary fund balance of the General Fund to the building improvement account of the Capital Fund for the Medford Library project.

Jennifer Bollerman informed the Board that she will continue to review our materials selection policy to ensure it coincides with measures in place by the American Library Association. Ms. Bollerman updated the Board on the recent training sessions for staff members of Team E, which included a visit from April at Boces. The Team will make recommendations to the Board soon. She also discussed the need to make improvements to our burglar alarm and door locks. To date, she has received one quote for a new system.

The meeting was adjourned at 7:00 p.m.

Respectfully submitted,

Debbie Bacon