

April 22, 2022

A virtual meeting of the Board of Trustees was held on April 20, 2022 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
	Guests:	Ivan Carrasquillo, The Facilities Management Group Jessica Oelcher, Adult Services Department

The meeting was called to order at 5:30 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. Schiller, seconded by Ms. Kennedy, the Board adjourned Executive Session. (Unanimous)

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

- a. Minutes of the March 16, 2022 Board Meeting
- b. Treasurer's report
- c. Financial Report
- d. Budget Report
- e. Bills

The bills as listed in the Check Report dated March 31, 2022 (March Addendum) totaling \$477,978.39 from the General Fund, \$0 from the Capital Fund and \$0 from the Central Library Fund. The bills as listed in the Check Report dated April 13, 2022, (April Warrant) totaling \$409,407.98 from the General Fund, \$370,440.40 from the Capital Fund and \$15,502.24 from the Central Library Fund.

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

Ivan Carrasquillo updated the Board on the progress of the Medford Library Branch including work by PSEG, Relle Electrical, and Preferred Contracting Inc. Mr. Carrasquillo also stated that SCWA is preparing for their final inspection.

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

RESOLVED, that the Board of Trustees of the Patchogue-Medford Library certifies the results of the 2022-2023 Patchogue-Medford Library Budget Vote and Trustee Election as follows:

Proposition I – Patchogue-Medford Public Library Budget

Yes 224 No 32

Trustee - for a 5-year term ending June 30, 2027

Lisa Caselles, 225

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

RESOLVED, that the Board of Trustees of the Patchogue-Medford Library hereby approves the proposal from Leo and Khamila's Landscaping Corp at a cost not to exceed \$3,570.00.

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

RESOLVED, that the Board of Trustees of the Patchogue-Medford Library hereby approves the proposal from Thermal Solutions for an HVAC maintenance agreement for the Carnegie Library for May 2021-April 2022 at a cost not to exceed \$1,805.00.

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

RESOLVED, that the Board of Trustees of the Patchogue-Medford Library hereby approves the proposal from Thermal Solutions for a new boiler hood at a cost not to exceed \$975.00.

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

RESOLVED, that the Board of Trustees of the Patchogue-Medford Library hereby approves the proposal from Frank Kaplan for painting the walls and trim in meeting rooms A and B at a cost not to exceed \$2,150.00.

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

RESOLVED, that the Board of Trustees of the Patchogue-Medford Library hereby approves the proposal from Patricia Hopkins Landscape for refreshed garden elements for the rear of the Main Library at a cost not to exceed \$3,971.25.

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

RESOLVED, that the Board of Trustees of the Patchogue-Medford Library hereby approves the proposal from Electronix to replace the current burglar alarm system at the main library at a cost not to exceed \$16,390.78.

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

RESOLVED, that the Board of Trustees of the Patchogue-Medford Library hereby approves the proposal from Benny Migs Photo to provide professional services including monthly photos, drone shots, and 360

degree tour photos for the entire length of the construction and completion of the Medford building at a cost not to exceed \$5,100.00.

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

RESOLVED, that the Board of Trustees of the Patchogue-Medford Library hereby approves the proposal from Main St. Stereo to install a backup camera on the van at a cost not to exceed \$2,680.60.

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

RESOLVED, that the Board of Trustees of the Patchogue-Medford Library hereby approves the proposal from Big N Littles Auto Body Inc. to perform auto body work on the library van at a cost not to exceed \$704.98.

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

RESOLVED, that the Board of Trustees of the Patchogue-Medford Library hereby approves the proposal of Gorilla Wraps to wrap the library van with a promotional design at a cost not to exceed \$2,500.00.

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

RESOLVED, that the Board of Trustees of the Patchogue-Medford Library hereby approves the Distracted Driving Policy.

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

RESOLVED, that the Board of Trustees of the Patchogue-Medford Library hereby approves the purchase of a table at the PMHOF Dinner in honor of Trustee Ele Ryder and several library employees at a cost not to exceed \$280.00. Ms. Ryder abstained from voting.

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

RESOLVED, that the Board of Trustees of the Patchogue-Medford Library hereby approves the request of Jennifer Bollerman to attend the ALA annual conference in Washington DC from June 23-28, 2022 at a cost not to exceed \$1,500.00.

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

RESOLVED, that the Board of Trustees of the Patchogue-Medford Library hereby approves the early closure of the main library on Monday, June 13, 2022 at 5pm (or subsequent rain date) due to the Patchogue-Medford High School Prom on Main Street, and the early closure of both the main library and the Carnegie Library on July 14, 28, and August 11, 25, due to the Alive After Five street festival on Main Street in Patchogue.

Danielle Paisley informed the Board that the Library has been asked to participate in Alive After Five and that there are plans for a joint family project with PAC for those evenings. A decision is pending on where the Library will set up.

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

RESOLVED, that the Board of Trustees of the Patchogue-Medford Library hereby approves the proposal of Sake Contracting Inc. to install a curtain window, and complete all finishing work associated with the project, in Meeting Room E at a cost not to exceed \$6,750.

Danielle Paisley informed the Board that the Pep Committee will be installing a bike repair station at the Carnegie Library, as part of their community service initiative.

Jessica Oelcher updated the Board on various Community Engagement programs, including the recent Blood Drive/Be the Match event and the Paddle Pub book discussion, scheduled for the summer. Ms. Oelcher discussed that her department is welcoming programming ideas from the community and that she is working closely with the CARE (Community Access to Resources and Education) Department. Ms. Oelcher is training a bilingual Library Assistant.

Jennifer Bollerman informed the Board that she is focusing on staff training and helping the Adult Services Department navigate the new CARE Department.

The meeting was adjourned at 7:05 p.m.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Debbie Bacon", written in black ink.

Debbie Bacon