

A meeting of the Board of Trustees was held on October 19, 2022 at 5:30 p.m.

Attendance: Trustees Present: Mr. Trabold, Ms. Kennedy, Ms. Ryder, Ms. Caselles
Trustees Absent: Ms. Schiller
Director: Danielle Paisley
Assistant Director: Jennifer Bollerman
Library District Clerk: Debbie Bacon
Guest Staff Member: Sharon Roman
Guests: Ivan Carrisquillo, TFMG, Eric Maisch, H2M, Peter W. Braverman, H2M,
Michael Vigliotta, Volz & Vigliotta

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

Sharon Roman updated the Board on technical processing including ordering, interlibrary loans and making room for new materials.

Ivan Carrisquillo provided photos of the Medford Branch construction site. Crickets were installed to shed water. Soffits, fascia bands and windows also were installed. The fireplace is framed out. Ductwork is on site and is being installed by JNS. Plumbing is on site, sprinkler pipes have arrived and WHM will begin to install next week. Columns at the back entrance were installed and cultured stone is onsite. The interior walls are beginning to be framed.

Danielle Paisley updated the Board on safety measures in place to protect against ransomware attacks.

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

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

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

- a. Minutes of the September 21, 2022 Meeting
- b. Treasurer's report
- c. Financial Report
- d. Budget Report
- e. Bills
- 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 approved the following resolution. (Unanimous)

RESOLVED, that the Patchogue-Medford Library Board of Trustees authorizes the Director to enter into a contract with Sun Nation for installation of solar panels at the Medford Library.

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 Sunday rate for 2022-2023.

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

RESOLVED, that the Patchogue-Medford Library Board of Trustees hereby approve the proposal from Milburn Flooring for replacement of the 2nd floor carpet.

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

RESOLVED, that as per New York State Education Law, Section 2034, 6b, the Library District Clerk is hereby authorized to unseal the ballot box and destroy all paper ballots contained therein, together with the unused ballots from the Annual Budget Vote and Trustee Election held on April 6, 2021.

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

RESOLVED, that the Patchogue-Medford Library Board of Trustees accepts the proposal of Paint Marvel to perform routine maintenance of the exterior of the Carnegie Library at a cost not to exceed \$4,790.

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

RESOLVED, that the Patchogue-Medford Library Board of Trustees approves the updates to the Circulation Policy and Public Behavior Policy.

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

RESOLVED, that the Patchogue-Medford Library Board of Trustees accepts the proposal of PKJ Electrical Corp to provide various electrical upgrades at the main library at a cost not to exceed \$2500.

Jennifer Bollerman updated the Board on various projects. An HR website was created to help staff locate information. All staff were assigned a 4 hour Homeless Academy training to be completed by November 30. Feedback has been positive. A cross-departmental Collection Development Team was started to review collection development policies and procedures and to complete an audit of library collections. An online job application was created and will go live soon.

The meeting was adjourned at 7:20 p.m.

Respectfully submitted,

Debbie Bacon