

DRAFT

A meeting of the Board of Trustees was held on November 16, 2022 at 5:30 p.m.

Attendance: Trustees Present: Mr. Trabold, Ms. Ryder, Ms. Kennedy
Trustees Virtual: Ms. Schiller
Trustees Absent: Ms. Caselles
Director: Danielle Paisley
Assistant Director: Jennifer Bolleman
Library District Clerk: Debbie Bacon
Guests: Ivan Carrisquillo, TFMG; Jessi Bouchelle, Head of Children's and Parents' Services

The meeting was called to order at 5:35 p.m.

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

On a motion of Ms. Kennedy, seconded by Ms. Ryder, the Board adjourned the 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 October 19, 2022 Meeting
- b. Treasurer's report
- c. Financial Report
- d. Budget Report
- e. Bills

The bills as listed in the Check Report dated October 31, 2022 (October Addendum) totaling \$469,647.89 from the General Fund, \$0.00 from the Capital Fund and \$1,196.12 from the Central Library Fund. The bills as listed in the Check Report dated November 9, 2022, (November Warrant) totaling \$312,857.13 from the General Fund, \$235,214.88 from the Capital Fund and \$8,235.45 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 Medford Branch, including the installation of lighting and cables by the electrician. Mr. Carrasquillo provided slides of the completion of the basement windows, window wells, and the DOAS unit, which was installed in the basement. He also informed the Board that the roof installation has begun and includes mounts for solar panels.

On a motion of Ms. Ryder, seconded by Ms. Kennedy, the Board made a motion to approve the SCLS budget. (Unanimous)

On a motion of Ms. Ryder, seconded by Ms. Kennedy, the Board made a motion to table the review of the merged policies for Unattended Children/Young Adults and Picture Taking in the Library. (Unanimous)

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 payment of the NY State Retirement bill, in the amount of \$457,202 to be paid by December 15, 2022 to take advantage of the prepayment discount.

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

RESOLVED, that the Patchogue-Medford Library Board of Trustees hereby approve the change order for Relle Electric to provide low voltage data wiring at the Medford building at a cost not to exceed \$17,462.41.

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 proposal from Breslin Appraisal for the utility easement at the Medford Athletic Complex at a cost not to exceed \$2,750.

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

RESOLVED, that the Patchogue-Medford Library Board of Trustees hereby approve the proposal for Kropp for the STEM/STEAM space in the children's room at a cost not to exceed \$19,856.22.

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 proposal for Pump & Motor to replace two ejector pumps in the lower level family bathroom at a cost not to exceed \$6,425.

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

RESOLVED, that the Patchogue-Medford Library Board of Trustees hereby accept the resignation of Trustee Lisa Caselles who stepped down due to a recent move out of district.

Jennifer Bollerman updated the Board on staff training for December and the positive feedback received for November training. Ms. Bollerman informed the Board that interviews will be scheduled for a part-time Library Assistant position and that Department Heads should begin to prepare PDP's for their staff. In addition, Ms. Bollerman discussed the most recent Collection and Development Team meeting activities.

Jessi Bouchelle informed the Board of the new STEM/STEAM children's area based on the LI Exploratorium and discussed items that will be available, including coding robots, legos, and tinkertoys that will change to accommodate growing children. Ms. Bouchelle mentioned a parenting podcast and that there have been six episodes recorded already; she hopes to unveil it soon. In addition, she praised the work done by Pia Finnigan for her kindergarten readiness program.

The meeting was adjourned at 7:45 p.m.

Respectfully submitted,

Debbie Bacon