

DRAFT

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

Attendance: Trustees Present: Mr. Trabold, Ms. Kennedy, Ms. Ryder, Ms. Schiller
Director: Danielle Paisley
Assistant Director: Jennifer Bollerman
Library District Clerk: Debbie Bacon
Guests: Al Coster, Baldessari & Coster, LLP
Ivan Carrasquillo, The Facilities Management Group
Michael Vigliotta, Volz & Vigliotta
Evan Gape, Network & System Administrator

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, 2022 and determined that all current processes are in order.

Ivan Carrasquillo updated the Board on the Medford Branch construction including the delivery of equipment and the installation of copper pipe by the mechanical contractor.

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

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

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

- a. Minutes of the November 16, 2022 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, 2022 (November Addendum) totaling \$755,575.01 from the General Fund, \$0.00 from the Capital Fund and \$1,239.02 from the Central Library Fund. The bills as listed in the Check Report dated December 14, 2022, (December Warrant) totaling \$495,970.03 from the General Fund, \$475,348.17 from the Capital Fund and \$9,961.18 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, 2022 as presented by Al Coster of Baldessari & Coster, LLP.

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 approves the bid notice and schedule for the construction of a parking lot at the Medford Branch library.

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

RESOLVED, that the Patchogue-Medford Library Board of Trustees hereby rescinds the approved proposal of Milburn Flooring from the October 2022 board meeting due to a change in product and labor costs.

RESOLVED, that the Patchogue-Medford Library Board of Trustees hereby approves the 11/30/22 proposal of Milburn flooring to replace carpet on the 2nd floor at a cost not to exceed \$14,355.20.

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

RESOLVED, that the Patchogue-Medford Library Board of Trustees hereby approve the 12/9/22 proposal of Milburn Flooring for carpet installation in Meeting Room E at a cost not to exceed \$2,466.57.

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

RESOLVED, that the Patchogue-Medford Library Board of Trustees hereby approve the proposal of Kropp/KI for tables and seating at the Medford Branch library at a cost not to exceed \$50,401.93.

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 approve the proposal of Kropp/HON for desks and workstation chairs at a cost not to exceed \$8,931.42.

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

RESOLVED, that the Patchogue-Medford Library Board of Trustees hereby approve the proposal of Kropp/Aurora for metal shelving at a cost not to exceed \$53,015.69.

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

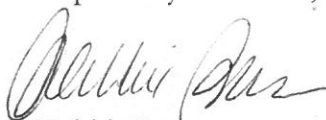
RESOLVED, that the Patchogue-Medford Library Board of Trustees hereby approve the updates for the Picture Taking in the Library policy and the Unattended Children/Young Adult policy.

Evan Gape updated the Board on the task of connecting dark fiber from the main library to the new Medford Branch library. Mr. Gape informed the Board that once it is connected, it will be a cost-effective extension of the main branch. He also discussed moving some equipment from Carnegie to the new branch.

Jennifer Bollerman informed the Board that she is working on department head PDP's (professional development plans) and that staff evaluations will be due soon. Ms. Bollerman also discussed a possible training portal to assist in cross-training staff. In addition, she invited the Board to attend any of the professional development/training courses that she offers to staff.

The meeting was adjourned at 7:26 p.m.

Respectfully submitted,



Debbie Bacon