

January 23, 2023

A virtual meeting of the Board of Trustees was held on January 18, 2023 at 5:30 p.m.

Attendance: Trustees Present: Ms. Kennedy, Ms. Ryder, Ms. Schiller  
Director: Danielle Paisley  
Assistant Director: Jennifer Bollerman  
Guests Ivan Carrasquillo, The Facilities Management Group  
Laura Accardi, Head of Library Promotions

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

Ivan Carrasquillo updated the Board on the Medford Branch construction including the delivery of sheet rock, fire-rated insulation and steel studs. Installation of sheet rock has begun in the basement. Interior stairs are being constructed and the 69 spot parking lot went out to bid.

On a motion of Ms. Schiller, seconded by Ms. Ryder, the Board entered into Executive Session to discuss personnel matters. (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 December 19, 2022 Regular Meeting
- b. Treasurer's report
- c. Financial Report
- d. Budget Report
- e. Bills

The bills as listed in the Check Report dated December 20, 2022 (December Addendum) totaling \$203,339.82 from the General Fund, \$0.00 from the Capital Fund and \$3,000 from the Central Library Fund. The bills as listed in the Check Report dated January 3, 2023, (January Warrant) totaling \$452,545.75 from the General Fund, \$265,391.11 from the Capital Fund and \$5,549.16 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. Schiller, seconded by Ms. Ryder, the Board passed the following resolution. (Unanimous)

Vote Administration

- i. **RESOLVED**, that the "Notice of Special District Meeting of the Patchogue-Medford (Public) Library" is approved as submitted for publication in the L.I. Advance, The Brookhaven Messenger, and Noticias on February 16, 2023, February 23, 2023, March 2, 2023, and March 9, 2023.

- ii. **RESOLVED**, that nominating petitions for the position of Library Trustee shall be available beginning February 1, 2023. Petitions shall be filed in the Office of the Library District Clerk not later than 5:30 p.m. on Monday, March 6, 2023.
  
- iii. **RESOLVED**, that as per Section 1501-c of the New York State Education Law, the Board of Trustees of the Patchogue-Medford Library hereby appoints Barbara Ramirez and Juta Rohtla, Chairpersons of the Board of registration to attend the Medford Multicare Center for Living, 3115 Horseblock Road, Medford, NY 11763 not earlier than thirteen days before or later than the day before the annual vote for the purpose of distribution of absentee ballots to residents of the facility who have duly registered and requested absentee ballots for the Annual Budget Vote and Trustee Election of the Patchogue-Medford Library.

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

**RESOLVED**, that the Board of Trustees of the Patchogue Medford Library hereby approve the conference request from Danielle Paisley to attend the Lib Learn X Conference in New Orleans from Jan 27-Jan 30, 2023 at a cost not to exceed \$1800.

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 paying the bill for \$9,043.74 to terminate the combined burglar/fire alarm service contract with Johnson Controls.

Laura Accardi updated the Board on the brick fundraiser for the Medford Branch sponsored by the Friends of the Library. The graphics department is learning the Qlab software so they can create images to display from the front window projector. Plans are underway to install a track for blackout curtains that are required for the nighttime display which should improve their appearance.

Jennifer Bollerman informed the Board that she and the Director are in the process of meeting with department heads for their annual reviews and gave an update on our history with Johnson Controls. Staff training this month was on unconscious bias.

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

Respectfully submitted,

Jennifer Bollerman