

June 30, 2023

A meeting of the Board of Trustees was held on June 21, 2023 at 5:30 p.m.

Attendance: Trustees Present: Mr. Trabold, Ms. Ryder, Ms. Aliceas,
Trustees Absent: Ms. Kennedy, Ms. Schiller
Director: Danielle Paisley
Assistant Director: Jennifer Bollerman
Guests: Ivan Carrasquillo, The Facilities Management Group

The meeting was called to order at 5:38 p.m.

Ivan Carrasquillo updated the Board on the progress of the Medford Library Branch. The elevator was constructed (85 % completed). The glass wall for the conference room, wood ceiling and wood veneer doors were installed. Carpet and fire extinguishers are also installed. Internal signage is completed.. Casework for staff office and meeting room installed. Ceramic tile installation and shelving installation has begun. Supplemental heaters for very cold days were also installed.

Mr. Carasquillo outlined the improvement projects discussed with Ms. Paisley. These include replacing the partition wall between meeting rooms A and B that is at the end of its lifespan. Updating for this project will also include engineering costs. Additional projects include updating the electric in main, establishing a generator hookup, installing solar panels and EV charging stations. The brick sidewalks need re-staining and flooring needs to be replaced (the treads on the main staircase, the purple marmolium on the main floor and the flooring in Children's that is now blistering)

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

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

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

- a. Minutes of the May 17, 2023 Board Meeting
- b. Treasurer's report
- c. Financial Report
- d. Budget Report
- e. Bills

The bills as listed in the Check Report dated May 31, 2023 (April Addendum) totaling \$227,952.42 from the General Fund, \$0 from the Capital Fund and \$34.10 from the Central Library Fund.
The bills as listed in the Check Report dated June 14, 2023, (May Warrant) totaling \$426,183.45 from the General Fund, \$454,584.27 from the Capital Fund and \$112,262.22 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. Ryder, seconded by Ms. Aliceas, the Board approved the following resolution. (Unanimous)

RESOLVED, that the Board of Trustees of the Patchogue Medford Library hereby approves the proposal from H2M Architects and Engineers for additional construction services due to the utilities connections issues at a cost not to exceed \$59,690.

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

RESOLVED, that the Board of Trustees of the Patchogue Medford Library hereby approves the change order of WHM Plumbing to excavate and install 540 feet of gas piping to connect the branch gas utilities at a cost not to exceed \$28,086.94.

On a motion of Ms. Aliceas, 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 change order of WHM Plumbing to excavate and perform work as per documents included in "Change Order #2" to connect the branch water utilities at a cost not to exceed \$23,618.77.

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

RESOLVED, that the Board of Trustees of the Patchogue Medford Library hereby approve the invoice of Aurora Storage Products for shelving systems from NYS contract at a cost not to exceed \$53,015.69.

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

RESOLVED, that the Board of Trustees of the Patchogue Medford Library hereby approve the invoice of F.E.Hale Manufacturing Co. for the endcaps for shelving and counter tops at a cost not to exceed \$27,536.17.

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

RESOLVED, that the Board of Trustees of the Patchogue Medford Library hereby approve the invoice of KI, Inc. for tables and chairs at a cost not to exceed \$50,401.93.

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

RESOLVED, that the Board of Trustees of the Patchogue Medford Library releases \$400,000 committed funds from that designation to the general Capital Projects Fund: CF-Dept Improvements, CF-Main Floor, CF-Meeting Room Updates, CF-Building Improvements-HVAC/BOILER.

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

RESOLVED that the President of the Board of Trustees of the Patchogue-Medford Library is authorized to execute salary agreements with Jordan Zavesky, Toren Perkins, Jennifer Bollerman, Danielle Paisley and Debbie Bacon for 2023-2024.

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

RESOLVED, that the Board of Trustees of the Patchogue Medford Library approves the new CSEA contract pending member ratification for fiscal years 2023-2026.

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

RESOLVED, that the Board of Trustees of the Patchogue Medford Library approves the HVAC service contract from Thermal Solutions for Main Library for the fiscal year 2023-2024.

On a motion of Ms. Ryder, seconded by Ms. Aliceas, the Board approved the following resolution. (Unanimous)
RESOLVED, that the Board of Trustees of the Patchogue Medford Library hereby approves the proposal of Volz & Vigliotta to serve as legal counsel for the Patchogue Medford Library for the fiscal year of 2023-2024 at a retainer fee of \$13,000.

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

RESOLVED, that the Board of Trustees of the Patchogue Medford Library approves, in conjunction with Patchogue Arts Council, the design and contract of Tiny Collective for the Mural project for 2023-2024.

Jennifer Bollerman discussed the planning meetings for Medford. Ms. Bollerman will be spending time at the Medford Branch when it opens overseeing the building and ensuring that all is in order.

Danielle Paisley discussed the upcoming training for trustees being held at Suffolk Cooperative Library System on July 10. Trustees are now required to do 3 hours of training every year in addition to the annual sexual harassment training required by New York State. Ms. Bollerman will send out an email to all trustees that will include a link to the sexual harassment training, information on the Trustee book club and other resource links for trainings.

The meeting was adjourned at 7:25 p.m.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Jennifer Bollerman".

Jennifer Bollerman