

January 19, 2024

A virtual meeting of the Board of Trustees was held on January 17, 2024 at 5:30 p.m.

Attendance: Trustees Present: Mr. Trabold, Ms. Kennedy, Ms. Alicea, Ms. Schiller (virtual)
Trustees Absent: Ms. Ryder
Director: Danielle Paisley
Assistant Director: Jennifer Bollerman
District Clerk: Debbie Bacon
Guests: Brian Schwartz, Head of Teen Department

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

A group of 11 individuals attended the meeting to offer their support of an employee.

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

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

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

- a. Minutes of the December 20, 2024 Regular Meeting
- b. Treasurer's report
- c. Financial Report
- d. Budget Report
- e. Bills

The bills as listed in the Check Report dated December 31, 2023 (December Addendum) totaling \$231,299.10 from the General Fund, \$0.00 from the Capital Fund and \$25.80 from the Central Library Fund. The bills as listed in the Check Report dated January 10, 2024, (January Warrant) totaling \$312,834.85 from the General Fund, \$35,431.45 from the Capital Fund and \$5,482.82 from the Central Library Fund.

- f. Report of the Library Director (includes circulation reports, patron usage reports)
- g. Personnel Report

Danielle Paisley updated the Board on potential projects for the main library including new laminate flooring on the main floor and carpet for the staff area. In addition, Ms. Paisley discussed solar panels for the main library and an electric upgrade including an emergency generator.

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

RESOLVED, that the Patchogue-Medford Library Board of Trustees hereby approve the transfer of \$650,414 from the General Fund to the Capital Fund for facility improvement projects.

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

RESOLVED, that the Patchogue-Medford Library Board of Trustees hereby authorize the Director to enter into contract option 2 with SCWA for private hydrant maintenance at the Medford Branch at a cost not to exceed \$7,500.

On a motion of Ms. Kennedy, seconded by Ms. Alicea, 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 and The Brookhaven Messenger on February 15, 2024, February 22, 2024, February 29, 2024 and March 7, 2024.
- ii. **RESOLVED**, that nominating petitions for the position of Library Trustee shall be available beginning January 31, 2024. Petitions shall be filed in the Office of the Library District Clerk not later than 5:30 p.m. on Monday, March 4, 2024.
- 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. Alicea seconded by Ms. Kennedy, the Board approved the Security Policy and Procedure manual.

Danielle Paisley discussed the draft 2024-2025 budget including the increased cost of digital library materials based on the increase in district usage by 15%.

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

RESOLVED, that the Board of Trustees of the Patchogue Medford Library hereby approve the conference attendance of Abigail Brithinee to attend Sew Expo in Puyallup, Washington from February 29 – March 3, 2024, at a cost not to exceed \$2,500.

Brian Schwartz updated the Board on Teen programming and outreach events. Mr. Schwartz discussed alternate ways to inform the teen community about services such as Brainfuse. In addition, he commended the work of Abigail Brithinee, Jay Schuck, and Maggie Howe.

Jennifer Bollerman informed the Board that she has been updating civil service duty statements for future employment opportunities. Ms. Bollerman also discussed her goals and objectives for the new year as well as the goals and objectives of the Collection Development Committee.

The meeting was adjourned at 7:40 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Debbie Bacon".

Debbie Bacon