

February 23, 2024

A meeting of the Board of Trustees was held on February 21, 2024 at 5:30 p.m.

Attendance: Trustees Present: Mr. Trabold, Ms. Kennedy, Ms. Ryder, Ms. Schiller, Ms. Alicea
Director: Danielle Paisley
Assistant Director: Jennifer Bollerman
District Clerk: Debbie Bacon
Guests: Ivan Carrasquillo, The Facilities Management Group

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

A group of approximately 15 individuals attended the meeting to offer their support of an employee.

Ivan Carrasquillo updated the Board on the completion of items for the Medford Branch Library, which included the parking lot, irrigation system, ramps, sidewalks, handrails, cameras, and dark fiber. Mr. Carrasquillo also informed the Board that a bike rack, trash can, and bench were installed outdoors, in addition to light poles. Mr. Carrasquillo also informed the Board that the second round of brick engraving was completed on the patio.

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

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

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

- a. Minutes of the January 17, 2024 Regular Meeting
- b. Treasurer's report
- c. Financial Report
- d. Budget Report
- e. Bills

The bills as listed in the Check Report dated January 31, 2024 (January Addendum) totaling \$357,053.66 from the General Fund, \$0.00 from the Capital Fund and \$1,479.76 from the Central Library Fund. The bills as listed in the Check Report dated February 14, 2024, (February Warrant) totaling \$485,952.84 from the General Fund, \$54,447.74 from the Capital Fund and \$4,263.77 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)

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

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

RESOLVED, that the Board of Trustees of the Patchogue-Medford Library hereby approve the balance of change order 2 from WHM to install a gas line and header at the Medford Library building site at a cost not to exceed \$17,376.77.

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

RESOLVED, that the Board of Trustees of the Patchogue-Medford Library hereby approve the proposed operating budget for the fiscal year 2024-2025 for submittal to the voters on April 2, 2024.

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

RESOLVED, that the Board of Trustees of the Patchogue-Medford Library hereby approve the Patchogue-Medford Library Annual Report for Public and Association Libraries 2023 for submittal to NY State Department of Education, Division of Library Development.

On a motion of Ms. Ryder, seconded by Ms. Alicea, the Board approved the updated Employee Handbook and Emergency Procedures.

Debbie Bacon informed the Board that the Library has renewed its CD for the next 12 months. Ms. Bacon discussed fraudulent unemployment claims and the need to file a postal service claim regarding the increased amount of checks lost in the mail. Ms. Bacon informed the Board that an arrest has been made in regards to a check that was stolen in transit from the post office last year. For the near future, credit card payments will be hand delivered. Ms. Bacon also discussed future financial and emotional support workshops for staff.

Jennifer Bollerman informed the Board that her work with the Collection Development team provided statistics that helped with the budget for library materials. Ms. Bollerman updated the Board on the use of services of cardholders, including age groups, at the main library and Carnegie library. Ms. Bollerman advised the Board that the library has book clubs at the middle and high schools.

The meeting was adjourned at 7:47 p.m.

Respectfully submitted,

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

Debbie Bacon