

A meeting of the Board of Trustees was held on March 20, 2024 at 5:30 p.m.

Attendance: Trustees Present: Mr. Trabold, Ms. Kennedy, Ms. Ryder, Ms. Alicea, Ms. Schiller  
Director: Danielle Paisley  
Assistant Director: Jennifer Bolleman  
Library District Clerk: Debbie Bacon

The meeting was called to order at 5:34 p.m.

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

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

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

- a. Minutes of the February 21, 2024 Board Meeting
- b. Treasurer's report
- c. Financial Report
- d. Budget Report
- e. Bills

The bills as listed in the Check Report dated February 29, 2024, (February Addendum) totaling \$541,711.84 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 March 13, 2024, (March Warrant) totaling \$417,265.58 from the General Fund, \$84,894.09 from the Capital Fund and \$5,047.27 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. Kennedy, the Board approved the following resolution. (Unanimous)

**RESOLVED**, that the Patchogue-Medford Library Board of Trustees hereby approves the proposal of BigHouse Electric to add additional Cat 6 data runs at the Medford Library at a cost not to exceed \$4,300.

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

**RESOLVED**, that the Patchogue-Medford Library Board of Trustees hereby approves the proposal of Electronix Systems for the installation of an alarm system at the Medford Branch at a cost not to exceed \$15,454.00

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

**RESOLVED**, that the Patchogue-Medford Library Board of Trustees hereby authorizes the Library Director to enter into a service contract with Island Elevator to maintain elevators at the main building, and to add service agreements for the lift at Carnegie and elevator at Medford to this contract when applicable.

On a motion of Ms. Ryder, seconded by Ms. Kennedy, the Board agreed to table the approval of the cell phone policy update.

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

**RESOLVED**, that the Patchogue-Medford Library Board of Trustees hereby approves the proposal of AR Kropp to disassemble, store, and reassemble furniture in the community engagement area in order to have the floor fixed and carpet installed at a cost not to exceed \$7,695.

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

**RESOLVED**, that the Patchogue-Medford Library Board of Trustees hereby approves the proposal of BigHouse Electric to remove scanners and safe off any power supplied to them at a cost not to exceed \$1,800.

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

**RESOLVED**, that the Patchogue-Medford Library Board of Trustees hereby approves the opening of a new account at First National Bank with \$527,971.15 in funds resulting from the closure of the Library's current account at Webster Bank.

Debbie Bacon informed the Board that the Business Office is reviewing options for desktop accounting software that requires updating, and that Evan Gape will install a new virtual server for any software chosen.

Jennifer Bollerman updated the Board about staff training events for March and April in addition to an upcoming CPR class. Ms. Bollerman presented a 2023 Year-in-Review flyer to the Board, based on statistics provided to the state. Ms. Bollerman also informed the Board of her guest role on an episode of the library's Adventures in Parenting podcast.

A group of 3 individuals attended the meeting to offer their support of an employee.

The meeting was adjourned at 6:40 p.m.

Respectfully submitted,



Debbie Bacon