

April 25, 2024

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

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

The meeting was called to order at 5:27 p.m.

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

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

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

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

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

The bills as listed in the Check Report dated March 31, 2024 (March Addendum) totaling \$224,034.19 from the General Fund, \$0 from the Capital Fund and \$0 from the Central Library Fund. The bills as listed in the Check Report dated April 10, 2024, (April Warrant) totaling \$300,226.14 from the General Fund, \$254,548.00 from the Capital Fund and \$3,954.80 from the Central Library Fund.

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

Ivan Carrasquillo updated the Board on the progress of the Medford Library Branch including the installation of water to the building, an irrigation system, and landscaping. In addition, National Grid connected the gas line, but it is not up and running yet.

On a motion of Ms. Alicea, seconded by Ms. Ryder, the Board approved the motion to update the cell phone policy. (Unanimous)

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

RESOLVED, that the Board of Trustees of the Patchogue-Medford Library hereby approves the proposal from Amendola's Fence Co to install a 7 foot fence enclosure around the AC compressors at a cost not to exceed \$4,350.00.

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

RESOLVED, that the Board of Trustees of the Patchogue-Medford Library hereby approves the proposal from AR Kropp for additional furniture at the Medford Branch Library at a cost not to exceed \$7,383.07.

On a motion of Ms. Kennedy, 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 proposal of Evans & Paul to install shelving behind the circulation desk at a cost not to exceed \$1,040.00.

On a motion of Ms. Kennedy, 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 proposal from JD Prohang to install wall coverings in the library and meeting room at a cost not to exceed \$2,850.00.

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

RESOLVED, that the Board of Trustees of the Patchogue-Medford Library hereby approves the change order from WHM to connect existing pipes to the street water connection at a cost not to exceed \$5,421.11.

On a motion of Ms. Kennedy, 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 proposal of Leo and Khamila's Landscaping Corp to install irrigation sprinklers behind the Library at a cost not to exceed \$4,640.00.

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

RESOLVED, that the Board of Trustees of the Patchogue-Medford Library hereby rescind the approval of the proposal of Electronix for the burglar alarm, due to a change in equipment needed.

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

RESOLVED, that the Board of Trustees of the Patchogue-Medford Library hereby approve the proposal of Briscoe to install a burglar alarm at the Medford Branch Library at a cost not to exceed \$4,225.00.

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

RESOLVED, that the Board of Trustees of the Patchogue-Medford Library certifies the results of the 2024-2025 Patchogue-Medford Library Budget Vote and Trustee Election as follows:

Proposition I – Patchogue-Medford Public Library Budget

Yes 251 No 45

Trustee - for a 5-year term ending June 30, 2029

Harold Trabold – 265 votes

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

RESOLVED, that the Board of Trustees of the Patchogue-Medford Library hereby approve the proposal from Leo and Khamila's Landscaping Corp for landscaping services at the Carnegie Library for 2024 at a cost not to exceed \$4,080.00

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

RESOLVED, that the Board of Trustees of the Patchogue-Medford Library hereby approve the proposal from Thermal Solutions for an HVAC maintenance agreement for the Carnegie Library for May 2024-April 2025 at a cost not to exceed \$1,930.00.

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

RESOLVED, that the Board of Trustees of the Patchogue-Medford Library hereby approve the emergency repair of the main library elevator at a cost not to exceed \$6,427.81.

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

RESOLVED, that the Board of Trustees of the Patchogue-Medford Library hereby approve the additional repair of the elevator including oil filtration service and purchase of a backup battery at a cost not to exceed \$4,490.41.

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

RESOLVED, that the Board of Trustees of the Patchogue-Medford Library hereby approve the request of Lisetty Thomas, Jessi Bouchelle, and Patricia Cruz to attend the ALA annual conference in San Diego, CA from June 27-July 2, 2024 at a cost not to exceed \$2,800.00 each.

On a motion of Ms. Kennedy, 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 early closure of the main library on Monday, June 3, 2024 at 5pm (or subsequent rain dates: June 10 OR June 17) due to the Patchogue-Medford High School Prom on Main Street, and the early closure of both the main library and the Carnegie Library on June 27, July 11, 25, and August 8, 2024 (or subsequent rain date of August 15) due to the Alive After Five street festival on Main Street in Patchogue.

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

RESOLVED, that the Board of Trustees of the Patchogue-Medford Library hereby approve the proposal of BBS for spatial planning of the main library building.

Danielle Paisley discussed the mural proposal with the Board. The Board has agreed to revisit the discussion at the May meeting.

Jennifer Bollerman informed the Board that a contract has been signed with a new company to maintain the fish tank at the main building. In regards to staff training, a CPR class has been conducted, microaggression training is being scheduled, and the sexual harassment training has been moved to September. Ms. Bollerman updated the Board on the Collection Development team and the EDI team summary will follow at the next board meeting.

Danielle Paisley informed the Board of the possibility of a June 11th opening date for the Medford Branch Library and that a Certificate of Occupancy may be available by the end of April. In addition, Ms. Paisley invited the Board to attend at walk-thru at the new branch.

The meeting was adjourned at 7:12 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Debbie Bacon". The ink is dark and the signature is fluid and legible.

Debbie Bacon