

July 26, 2023

DRAFT

A meeting of the Board of Trustees was held on July 16, 2024 at 5:30 p.m.

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

The meeting was called to order at 5:35 p.m.

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

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

Danielle Paisley opened the floor for nominations for officers for fiscal year 2024-2025. Ms. Ryder nominated Harold Trabold to be President of the Board for the fiscal year 2024-2025. Ms. Ryder nominated Elizabeth Kennedy to be First Vice President of the Board for the fiscal year 2024-2025. Ms. Ryder nominated Bunnie Schiller to be Second Vice President of the Board for the fiscal year 2024-2025. There being no further nominations, Harold Trabold was elected President, Elizabeth Kennedy was elected First Vice President, and Bunnie Schiller was elected Second Vice President for the fiscal year 2024-2025 by unanimous consent.

The Library Director administered the Oath of Office to the newly elected Officers and Trustees of the Board.

The First Vice President of the Board, Ms. Kennedy, resumed office acting as the chairperson.

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

- a. Minutes of the June 12, 2024 Regular meeting
- b. Treasurer's report
- c. Financial Report
- d. Budget Report
- e. Bills

The bills as listed in the Check Report dated June 30, 2024 (June Addendum) totaling \$447,365.45 from the General Fund, \$2,989.25 from the Capital Fund and \$124,211.89 from the Central Library Fund. The bills as listed in the Check Report dated July 10, 2024, (July Warrant) totaling \$528,966.19 from the General Fund, \$65,463.57 from the Capital Fund and \$2,075.78 from the Central Library Fund.

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

The Board discussed the Medford Branch, including punch list items and an upcoming meeting with the Town of Brookhaven. Ivan Carrasquillo was unable to attend.

The Board conducted their Annual Review of the Financial Policy, Investment Policy, Fund and Minimum Balance Policy, Procurement Policy, Code of Ethics and Trustees Bylaws, and on a motion of Ms. Schiller, seconded by Ms. Ryder, the Board approved the updated policies. (Unanimous)

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

RESOLVED, that the Patchogue-Medford Library Board of Trustees will add Equitable Financial 403B as an option for employees retirement savings plans.

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 authorizes the following persons as signatories on accounts opened and maintained in the name of the Patchogue-Medford Library:

Kathryn L. Hurney, Treasurer
Danielle Paisley, Director
Jennifer Bollerman, Assistant Director
Harold G. Trabold
Elizabeth Kennedy
Bunnie Schiller
Eleanor J. Ryder
Aida Alicea

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

RESOLVED, that the Board of Trustees hereby approves the Central Library budget for 2024-2025.

On a motion of Ms. Schiller 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 invoice from Theodore Sklar, ESQ, for services rendered not to exceed \$14,852.50.

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

RESOLVED, that the Board of Trustees of the Patchogue Medford Library hereby approves the proposal from SenSource for installation of a digital door counter at the Medford Branch Library at a cost not to exceed \$2,707.00.

On a motion of Ms. Schiller seconded by Ms. Alicea, the Board agreed to table the discussion about an interior mural at the main branch. (Unanimous)

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

RESOLVED, that Debbie Bacon is appointed Library District Clerk and Toren Perkins is appointed Assistant Library District Clerk for fiscal year 2024-2025.

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

RESOLVED, that Katherine L. Hurney is appointed Library District Treasurer at a fee of \$415 per month for fiscal year 2024-2025.

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

RESOLVED, that the following banks are designated as depositories for the funds of the Patchogue-Medford Library for the fiscal year 2024-2025: M&T, maximum deposit not to exceed \$2,000,000.00; First National Bank, maximum deposit not to exceed \$550,000; Dime Community Bank, maximum deposit not to exceed \$8,500,000.00.

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

RESOLVED, that the LI Advance is designated as the official newspaper of the Patchogue-Medford Library for the fiscal year 2024-2025.

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

RESOLVED, that the Board appoints the Joseph P. Price Agency as Insurance Broker for the Patchogue-Medford Library for the fiscal year 2024-2025.

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

RESOLVED, that the Board hereby appoints the Law Offices of Volz & Vigliotta as General and Personnel Counsel for the Patchogue-Medford Library for the fiscal year 2024-2025.

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

RESOLVED, the Board of Trustees of the Patchogue-Medford Library chooses to engage Cullen and Danowski accounting firm to audit all claims and make recommendations to the Board of Trustees regarding payment for the 2024-2025 fiscal year.

Brian Schwartz updated the Board on his new position as Department Head of Public Services. Mr. Schwartz informed the Board about meetings and upcoming training for his staff, including training on customer service. In addition, he discussed the positive feedback from his recent Survivor programs for teens, adults, and staff.

Meeting adjourned at 7:10pm.

Respectfully submitted,

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

Debbie Bacon