

Patchogue-Medford Library  
Board of Trustees  
Tuesday, July 16, 2024, 5:30 pm  
Agenda

- I. Call to Order
- II. Guest: Ivan Carrasquillo, TFMG, Medford updates and 5 year facility plan review
- III. Executive Session (personnel)
- IV. Motion to appoint Danielle Paisley to serve as temporary chairperson to conduct election of officers for the 2024-2025 fiscal year
- V. Board Re-organization For Fiscal Year 2024-2025
  - a. Election of Officers for fiscal year 2024-2025
  - b. Administration of Oaths of Office to newly elected officers by Library District Clerk

Newly elected President presides over the rest of the meeting

Regular Meeting Resumes:

- VI. Consent Agenda
  - a. Motion to approve the Minutes of the June 12, 2024 Regular meeting
  - b. Motion to approve the Treasurer's report
  - c. Motion to approve the Financial Report
  - d. Motion to approve the Budget Report
  - e. Motion to approve the Bills
  - f. Motion to approve the Report of the Library Director (includes circulation reports, patron usage reports)
  - g. Motion to approve the Personnel Report
- VII. Communications
  - a. Medford Fire Department
  - b. Patchogue Lioness Lions Foundation donation
  - c. PMHS thank you
- VIII. Old/Unfinished Business
  - a. Medford Library Project
- IX. New business
  - a. Annual Review of the Financial Policy, Investment Policy, Code of Ethics, Fund and Minimum Balance Policy, Procurement Policy, and Trustee Bylaws. (motion to approve pending any suggested updates)

b. 403B Offering

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

c. Bank Accounts

**RESOLVED**, that the Board of Trustees of the Patchogue-Medford Library 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  
Eleanor J. Ryder  
Bunnie Schiller  
Aida Aliceas

d. Central Library Budget

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

e. Attorney fees

**RESOLVED**, that the Board of Trustees hereby approves the invoice from Theodore Sklar, ESQ, for services rendered not to exceed \$14,852.50.

f. Digital Door Counter

**RESOLVED**, that the Board of Trustees 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

g. Interior Mural discussion

X. Appointments For 2024-2025:

- a. **RESOLVED**, that Debbie Bacon is appointed Library District Clerk and Toren Perkins is appointed Assistant Library District Clerk for fiscal year 2024-2025
- b. Treasurer: **RESOLVED**, that Katherine L. Hurney is appointed Library District Treasurer at a fee of \$415 per month for fiscal year 2024-2025.
- c. Official Depositories: **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 Bank, 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.

- d. Official Newspaper: **RESOLVED**, that the LI Advance is designated as the official newspaper of the Patchogue-Medford Library for the fiscal year 2024-2025.
- e. Insurance: **RESOLVED**, that the Board appoints the Joseph P. Price Agency as Insurance Broker for the Patchogue-Medford Library for the fiscal year 2024-2025.
- f. Attorney: **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.
- g. Claims Auditing:  
**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.

- XI. Update from Brian Schwartz
- XII. Period of Public Comment
- XIII. Adjournment