

July 5, 2024

DRAFT

A meeting of the Board of Trustees was held on June 12, 2024 at 5:30 p.m.

Attendance: Trustees Present: Mr. Trabold, Ms. Ryder, Ms. Aliceas, Ms. Kennedy, Ms. Schiller
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 5:38 p.m.

Ivan Carrasquillo updated the Board on the Medford Branch including the completed certificate of occupancy. Mr. Carrasquillo informed the Board that National Grid has scheduled a date to install the gas line. In addition, shelving and wallpaper completion has been scheduled and a handrail will be installed along the ramp entrance in front of the building. A meeting with the Town of Brookhaven has been scheduled to discuss the library's outdoor space.

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. Schiller, seconded by Ms. Ryder, the Board adjourned Executive Session. (Unanimous)

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

- a. Minutes of the May 13, 2024 Board Meeting
- b. Treasurer's report
- c. Financial Report
- d. Budget Report
- e. Bills

The bills as listed in the Check Report dated May 31, 2024 (April Addendum) totaling \$368,087.86 from the General Fund, \$0 from the Capital Fund and \$1,479.76 from the Central Library Fund. The bills as listed in the Check Report dated June 5, 2024, (May Warrant) totaling \$364,069.88 from the General Fund, \$96,593.24 from the Capital Fund and \$2,390.01 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 approved the following resolution. (Unanimous)

RESOLVED, that the Board of Trustees of the Patchogue Medford Library hereby approves the proposal from Thermal Solutions for an HVAC maintenance agreement for the Main Library for 2024-2025 at a cost not to exceed \$8,220.00.

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

RESOLVED that the President of the Board of Trustees of the Patchogue-Medford Library is authorized to execute salary agreements with Jordan Merring, Toren Perkins, Jennifer Bollerman, Danielle Paisley, Debbie Bacon, Kimberly Albee, and Guards for 2024-2025.

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 Volz & Vigliotta to serve as legal counsel for the Patchogue Medford Library for the fiscal year of 2024-2025 at a retainer fee of \$13,000.

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 approves the design and contract of the Mural project for 2024-2025 in conjunction with Patchogue Arts Council.

On a motion of Ms. Aliceas, seconded by Ms. Schiller, the Board approved the 2024-2025 library calendar.


Debbie Bacon updated the Board on a recent financial workshop for staff as well as professional development workshops at SCLS and with the NYS Retirement System. In addition, the library's accounting software, Sage, has been upgraded to better correspond with IRS regulations.

Jennifer Bollerman discussed her role as temporary Branch Manager for the Medford Branch overseeing the building and ensuring that all is in order. In addition, Ms. Bollerman is working on an RFP for our auditing services.

Danielle Paisley discussed the mural choices with the Board. Ms. Paisley informed the Board of department changes at the main library and recent staff hires, including two summer interns.

The meeting was adjourned at 7:18 p.m.

Respectfully submitted,



Debbie Bacon