

September 24, 2024

DRAFT

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

Attendance: Trustees Present: Ms. Kennedy, Ms. Ryder, Ms. Alicea, Ms. Schiller  
Trustees Absent: Mr. Trabold,  
Director: Danielle Paisley  
Assistant Director: Jennifer Bolleman

The meeting was called to order at 5:32 pm.

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

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

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

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

The bills as listed in the Check Report dated August 31, 2024 (August Addendum) totaling \$38,082.74 from the General Fund, \$0.00 from the Capital Fund and \$69.10 from the Central Library Fund. The bills as listed in the Check Report dated September 11, 2024 (September Warrant) totaling \$442,098.04 from the General Fund, \$2,259.00 from the Capital Fund and \$6,770.07 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. Alicea, seconded by Ms. Schiller, the Board approved the following resolution. (Unanimous)

**RESOLVED**, that the Board of Trustees of the Patchogue Medford Library hereby approve the State and Municipal facilities Program Preliminary Application for DASNY funding for the rear outdoor area of the Medford Branch Library.

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 approve the proposal of Barrier-Free Access Systems, Inc. to install Automatic Door openers for the Medford Branch Entrance at a cost of \$7420.00. This proposal is exclusionary of electrical work associated with this installation, which will be a separate proposal next month.

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

**RESOLVED**, that the Board of Trustees of the Patchogue Medford Library hereby approve the proposal of Waverly Iron, Inc. to install hand rails for the front ramp at the Medford Branch Entrance at a cost of \$8700.00

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 approve the proposal of Mak Star Carpentry and Design to install scaffolding in the stairwell at the Main Branch at a cost of \$4500.00.

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

**RESOLVED**, that the Board of Trustees of the Patchogue Medford Library hereby approve the proposal of Leo and Khamila's L.Corp for installation of laminate floor tile in the lower level sprinkler room and elevator room hallway, not to exceed \$1200.00.

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 approve the conference request of Michele Cayea, Karen McCahey, Laura Accardi and Danielle Paisley to attend the NYLA Annual Conference in Syracuse NY from Wednesday, November 6 through Saturday November 9, 2024 at a cost not to exceed \$1800.00 per person.

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 approve the updates of the Conference and Travel Reimbursement Policy.

Jennifer Bollerman updated the Board on the Medford Branch. The HVAC is functioning better now that a defective part was replaced. Outstanding issues include plumbing and the elevator. She presented at Montauk Library's staff development day and did a Librarian in Charge training for our staff that included safety considerations at the branch. She reminded the Board to complete their annual sexual harassment and education trainings.

Lissetty Thomas updated the Board on upcoming Hispanic Heritage Month events in the community. She continues to be involved with the school district's diversity, equity and inclusion committee. Last month the school hosted their ENL night at the Library. Turnout was excellent with 180 people attending. They are planning to host more events at the Library. The Library has three new social worker interns starting, two of which are bilingual. Our newest librarian, Brigid, is developing programs for seniors and is working with New Village and Village Walk. Gary, our local historian, has been working with Emily in Youth Services on a Native American display and a captioning contest. He will be doing a workshop at the Suffolk Cooperative Library System on how to research properties and homes.

Jennifer Lucas-Cohen from the Huntington Learning Center spoke during the period of public comment. They offer services from kindergarten, college and adult. She would like to work with the Library and be part of the community.

The meeting was adjourned at 7:02 p.m.

Respectfully submitted,



Jennifer Bollerman