

A meeting of the Board of Trustees was held on November 19, 2024 at 5:30 p.m.

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

The meeting was called to order at 5:30 p.m.

On a motion of Ms. Ryder, seconded by Ms. Alicea, 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).

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 October 16, 2024 Meeting
- b. Treasurer's report
- c. Financial Report
- d. Budget Report
- e. Bills

The bills as listed in the Check Report dated October 31, 2024 (October Addendum) totaling \$371,865.36 from the General Fund, \$0.00 from the Capital Fund and \$1,548.86 from the Central Library Fund. The bills as listed in the Check Report dated November 13, 2024, (November Warrant) totaling \$374,128.80 from the General Fund, \$505.00 from the Capital Fund and \$6,138.61 from the Central Library Fund.

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

The Board discussed updates on the Medford Branch, including the completion an ADA compliant barrier-free button for the main doors and the elevator, which is now functional. Railings for the exterior ramp will be installed soon.

On a motion of Ms. Schiller, seconded by Ms. Ryder, the Board made a motion to approve the SCLS budget. (Unanimous)

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

RESOLVED, that the Patchogue-Medford Library Board of Trustees hereby approve the payment of the NY State Retirement bill, in the amount of \$634,790 to be paid electronically by December 15, 2024 to take advantage of the prepayment discount.

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 approve the invoice of Patera Contracting LLC at a cost not to exceed \$2,585.23 for wall repair and prep.

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

RESOLVED, that the Patchogue-Medford Library Board of Trustees hereby approve the proposal from Paint Marvel to refurbish and paint railing and sidekicks in the stairwell at a cost not to exceed \$1,450.00

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

RESOLVED, that the Patchogue-Medford Library Board of Trustees hereby approve the updates to the Financial, Circulation, Cancer Screening Policies, and the new policy, Designated Spaces.

Jennifer Bollerman informed the Board of a new cleaning manual for the Medford Branch that will include proper ways to clean that are compliant with NYS. In addition, Ms. Bollerman updated the emergency phone list and is working on the Lost Child Alert procedure. Ms. Bollerman discussed her role in the annual Safety Day training.

The meeting was adjourned at 6:44 p.m.

Respectfully submitted,

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

Debbie Bacon