

March 14, 2025

A meeting of the Board of Trustees was held on February 25, 2025 at 5:30 p.m.

Attendance: Trustees Present: Mr. Trabold, Ms. Kennedy, Ms. Ryder, Ms. Schiller, Ms. Alicea
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 5:30 p.m.

Ivan Carrasquillo updated the Board on the maintenance at the Medford Branch Library.

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

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

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

- a. Minutes of the January 21, 2025 Regular Meeting
- b. Treasurer's report
- c. Financial Report
- d. Budget Report
- e. Bills

The bills as listed in the Check Report dated January 31, 2025 (January Addendum) totaling \$339,111.77 from the General Fund, \$0.00 from the Capital Fund and \$1,479.53 from the Central Library Fund. The bills as listed in the Check Report dated February 12, 2025, (February Warrant) totaling \$538,055.93 from the General Fund, \$136,958.07 from the Capital Fund and \$6,487.33 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. Ryder, seconded by Ms. Schiller, the Board accepted the proposal of BBS Architects in the amount of \$7,500 for Master Planning of the Learn and Play area at the Medford Branch.

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

RESOLVED, that the Board of Trustees of the Patchogue-Medford Library hereby approve the proposed operating budget for the fiscal year 2025-2026 for submittal to the voters on April 8, 2025.

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

RESOLVED, that the Board of Trustees of the Patchogue-Medford Library hereby approve the Patchogue-Medford Library Annual Report for Public and Association Libraries 2024 for submittal to NY State Department of Education, Division of Library Development.

Debbie Bacon informed the Board that the Library has renewed a portion of its CD for the next 12 months and that a new NYLAF account has been funded.

Jennifer Bollerman informed the Board that she had completed the annual state report. Ms. Bollerman also discussed staff training and the upcoming cleaning service RFP. In addition, she informed the Board that the Collection Development and EDI teams have begun meeting again after a hiatus.

Lissetty Thomas, who is currently taking Library Administration courses, observed the meeting.

Michele Cayea updated the Board on Community Engagement programs and opportunities, including staff that provided service at St. Paul's Church on Martin Luther King Day.

A patron attending the meeting voiced her praise of the Library as well as a few concerns.

The meeting was adjourned at 7:17 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Debbie Bacon". The ink is dark and the signature is fluid.

Debbie Bacon