

April 17, 2025

A meeting of the Board of Trustees was held on April 15, 2025 at 5:30 p.m.

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

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

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

On a motion of Ms. Ryder, seconded by Ms. Alicea, the Board adjourned 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 March 18, 2025 Board Meeting
- b. Treasurer's report
- c. Financial Report
- d. Budget Report
- e. Bills

The bills as listed in the Check Report dated March 31, 2025 (March Addendum) totaling \$256,931.38 from the General Fund, \$0 from the Capital Fund and \$43.80 from the Central Library Fund.

The bills as listed in the Check Report dated April 9, 2025, (April Warrant) totaling \$334,602.37 from the General Fund, \$4,416.00 from the Capital Fund and \$4,311.26 from the Central Library Fund.

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

Harold Trabold reviewed two notices left in the library's suggestion box, commending an employee for their work.

The Board tabled the certification of the 2025-2026 Patchogue-Medford Library Budget Vote and Trustee Election until the official results are verified.

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

**RESOLVED**, that the Board of Trustees of the Patchogue-Medford Library hereby approves the proposal from Leo and Khamila's Landscaping Corp for landscaping services at the Carnegie Library for 2025 at a cost not to exceed \$4,080.00.

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 approve the proposal from Thermal Solutions for an HVAC maintenance agreement for the Carnegie Library for May 2025-April 2026 at a cost not to exceed \$1,960.00.

On a motion of Ms. Alicea, 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 Island Elevator to replace parts on the lift at the Carnegie Library at a cost not to exceed \$1,360.00.

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 from Cullen & Danowski, LLP, Certified Public Accountants for monthly auditing of the Library's procurement and cash disbursement process in which they will make recommendations to the Board of Trustees and Director for any improvements and approvals for the period of July 1, 2025-June 30, 2026, at a cost of \$130.00 dollars per hour.

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

**RESOLVED**, that the Board of Trustees of the Patchogue-Medford Library hereby approve the request of Jessi Bouchelle and Jennifer Bollerman to attend the ALA annual conference in Philadelphia, PA from June 27-July 2, 2025 at a cost not to exceed \$1,800.00 each.

On a motion of Ms. Alicea, 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 early closure of the Main Library and Carnegie Library on Monday, June 2, 2025 at 5pm (or subsequent rain dates: June 9 OR June 16) due to the Patchogue-Medford High School Prom on Main Street, and the early closure of both the Main Library and the Carnegie Library on June 26, July 10, 31, and August 14, 2025 (or subsequent rain date of August 21) due to the Alive After Five street festival on Main Street in Patchogue.

Evan Gape attended the meeting and informed the Board that an industry-wide price increase for the Library's VMware subscription will take effect in June. Mr. Gape will continue to research alternate companies. In addition, Mr. Gape informed the Board that most of the computers in the Library have been upgraded to Windows 11.

Jennifer Bollerman informed the Board that a meeting of security guards took place last week and that they will continue to meet quarterly to discuss patron-related matters. A tablet has been purchased for security use at the Medford Branch to view security footage and blue security shirts will replace the current red shirts in the new fiscal year. In addition, guards have completed de-escalation training and the next staff meeting will include training on microaggressions in the work place.

Danielle Paisley discussed updating the area near the Youth Services staircase, which will include newly painted walls, new flooring, and a larger fish tank. Ms. Paisley informed the Board that the Library will be celebrating its 125<sup>th</sup> anniversary in December and that she is accepting ideas for possible events to honor the occasion. In addition, Ms. Paisley discussed revised hours for the Carnegie Branch and the painting of the transformer box at the rear employee entrance of the main library.

The meeting was adjourned at 6:40 p.m.

Respectfully submitted,

A handwritten signature in cursive script, reading "Debbie Bacon".

Debbie Bacon