

July 18, 2025

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

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

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

There was no executive session.

Danielle Paisley opened the floor for nominations for officers for fiscal year 2025-2026. Ms. Ryder nominated Harold Trabold to be President of the Board for the fiscal year 2025-2026. Ms. Ryder nominated Elizabeth Kennedy to be First Vice President of the Board for the fiscal year 2025-2026. Ms. Alicea nominated Ele Ryder to be Second Vice President of the Board for the fiscal year 2025-2026. There being no further nominations, Harold Trabold was elected President, Elizabeth Kennedy was elected First Vice President, and Ele Ryder was elected Second Vice President for the fiscal year 2025-2026 by unanimous consent.

The Library District Clerk administered the Oath of Office to the newly elected Officers and Trustees of the Board.

The President of the Board, Mr. Trabold, resumed office acting as the chairperson.

Ivan Carrasquillo discussed a project that will include plans for electrical, mechanical, structural and plumbing work for a generator hookup to service the main building during an outage. Mr. Carrasquillo also discussed the addition of a large sink at the Carnegie Library.

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

- a. Minutes of the June 17, 2025 Regular meeting
- b. Treasurer's report
- c. Financial Report
- d. Budget Report
- e. Bills

The bills as listed in the Check Report dated June 30, 2025 (June Addendum) totaling \$248,989.62 from the General Fund, \$0 from the Capital Fund and \$3,784.95 from the Central Library Fund. The bills as listed in the Check Report dated July 9 2025, (July Warrant) totaling \$433,047.71 from the General Fund, \$0 from the Capital Fund and \$8,036.20 from the Central Library Fund.

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

The Board discussed a contractor's final payment for the Medford Branch.

The Board conducted their Annual Review of the Financial Policy, Investment Policy, Fund and Minimum Balance Policy, Procurement Policy, Code of Ethics and Trustees Bylaws, and on a motion of Ms. Ryder, seconded by Ms. Kennedy, the Board approved the updated policies. (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 authorizes the following persons as signatories on accounts opened and maintained in the name of the Patchogue-Medford Library:

Kathryn L. Hurney, Treasurer
Danielle Paisley, Director
Jennifer Bollerman, Assistant Director
Harold G. Trabold
Elizabeth Kennedy
Bunnie Schiller
Eleanor J. Ryder
Aida Alicea

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

RESOLVED, that the Board of Trustees hereby approves the Central Library budget for 2025-2026.

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

RESOLVED, that Debbie Bacon is appointed Library District Clerk and Toren Perkins is appointed Assistant Library District Clerk for fiscal year 2025-2026.

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

RESOLVED, that Katherine L. Hurney is appointed Library District Treasurer at a fee of \$415 per month for fiscal year 2025-2026.

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

RESOLVED, that the following banks are designated as depositories for the funds of the Patchogue-Medford Library for the fiscal year 2025-2026: Dime Community Bank, maximum deposit not to exceed \$5,500,000.00; M&T, maximum deposit not to exceed \$50,000.00; ConnectOne Bank, maximum deposit not to exceed \$600,000; NYCLASS, maximum deposit not to exceed \$1,500,000.

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

RESOLVED, that the LI Advance is designated as the official newspaper of the Patchogue-Medford Library for the fiscal year 2025-2026.

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

RESOLVED, that the Board appoints Epic Brokers, represented by Joe Price, as the insurance agency for the Patchogue-Medford Library for the fiscal year 2025-2026.

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

RESOLVED, that the Board hereby appoints the Law Offices of Volz & Vigliotta as General and Personnel Counsel for the Patchogue-Medford Library for the fiscal year 2025-2026.

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

RESOLVED, the Board of Trustees of the Patchogue-Medford Library chooses to engage Cullen and Danowski accounting firm to audit all claims and make recommendations to the Board of Trustees regarding payments for the 2025-2026 fiscal year.

Debbie Bacon updated the Board on financial matters affecting the 2025-2026 budget.

Lissetty Thomas updated the Board on the Adult/CARE Department and welcomed a new employee. In addition, Ms. Thomas mentioned new literacy responsibilities of Librarian Joshua Tanksi, including successful one-on-one citizenship interviews.

Jennifer Bollerman discussed the results from the recent Central Library survey and will work on updating the library's website to include information on services that Central Library offers. Ms. Bollerman also updated the Board on the ALA conference she attended which included a session on accessibility in libraries. In addition, Team E will review and improve library signage and complete an equity walk through the main library. Ms. Bollerman mentioned that she has completed a checklist for the newly adopted green cleaning policy.

Meeting adjourned at 7:15pm.

Respectfully submitted,

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

Debbie Bacon