

August 29, 2025

A meeting of the Board of Trustees was held on August 19, 2025 at 5:30 p.m.

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

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

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

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

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

- a. Minutes of the July 15, 2025 Meeting
- b. Treasurer's report
- c. Financial Report
- d. Budget Report
- e. Bills

The bills as listed in the Check Report dated July 31, 2025 (July Addendum) totaling \$524,871.41 from the General Fund, \$0.00 from the Capital Fund and \$25.30 from the Central Library Fund. The bills as listed in the Check Report dated August 13, 2025 (August Warrant) totaling \$586,289.92 from the General Fund, \$7,924.90 from the Capital Fund and \$5,997.29 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 Patchogue-Medford Library Board of Trustees hereby approve the Sunday Rate for Guards for 2025-2026.

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

**RESOLVED**, that the Patchogue-Medford Library Board of Trustees hereby approve the calendar for the Annual Library Budget Vote and Trustee Election for the fiscal year 2025-2026 as submitted by the Library District Clerk.

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

**RESOLVED**, that the Patchogue-Medford Library Board of Trustees hereby approve the proposal of Patera Contracting LLC to add sink and cabinets to the alcove in the Carnegie Library at a cost not to exceed \$15,611.25.

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

**RESOLVED**, that the Patchogue-Medford Library Board of Trustees hereby approve the proposal of Integrity Fire Solutions Inc. to repair several items in the fire sprinkler system at Carnegie at a cost not to exceed \$3,950.00.

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

**RESOLVED**, that the Patchogue-Medford Library Board of Trustees hereby approve the proposal from Gym Door Repairs, Inc. to remove, repair, replace, and adjust all necessary mechanisms in the partition wall at a cost not to exceed \$9,402.12.

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

**RESOLVED**, that the Patchogue-Medford Library Board of Trustees hereby approve the proposal from RPF Associates, OSHA, Safety and DOT Consultants to provide a workplace safety assessment in accordance with Code rule #59 by the NY State Workers Compensation Rating Board at a cost not to exceed \$1,750.00.

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

**RESOLVED**, that the Patchogue-Medford Library Board of Trustees hereby approve the Library Director to enter into a contract with the State University of New York at Stony Brook in partnership with their public health, school of nursing, school of social welfare, school of health professions and health science library to provide free programming and services to the Patchogue-Medford community through a regulated internship program.

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

**RESOLVED**, that the Patchogue-Medford Library Board of Trustees hereby approve the conference request of Danielle Paisley and Lissetty Thomas to attend the NYLA Annual Conference in Saratoga Springs, NY from November 5 through November 8, 2025 at a cost not to exceed \$1,800.00 per person.

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

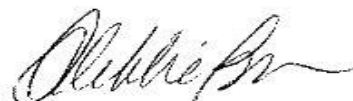
**RESOLVED**, that the Patchogue-Medford Library Board of Trustees hereby approve the Makerspace and Studio E Policy.

Michele Cayea updated the Board on summer programs including outreach in the Patchogue-Medford school district and the Great South Bay Music Festival. In addition, Ms. Cayea commended the work of the summer intern, Sophia, who cross-trained within all departments of the library.

Jennifer Bollerman informed the Board that the Makerspace & Meeting Room E Policy and the Lost Child Policy have been updated and that a Lost Child drill will be conducted at the main building and Medford Branch this Fall. Ms. Bollerman updated the Board on her research of a new hotspot provider at a cost savings to the library. In addition, Ms. Bollerman advised the Board that cleaning inspections have been conducted with the custodial staff and purchasing agent and that new staff shirts will be purchased from a local merchant.

The meeting was adjourned at 7:07 p.m.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read 'Debbie Bacon', written in black ink.

Debbie Bacon