

A virtual meeting of the Board of Trustees was held on December 23, 2025 at 5:30 p.m.

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

The meeting was called to order at 5:36 p.m.

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

- a. Minutes of the November 18, 2025 Regular Meeting
- b. Treasurer's report
- c. Financial Report
- d. Budget Report
- e. Bills

The bills as listed in the Check Report dated November 30, 2025 (November Addendum) totaling \$367,606.58 from the General Fund, \$0.00 from the Capital Fund and \$1,504.83 from the Central Library Fund. The bills as listed in the Check Report dated December 10, 2025, (December Warrant) totaling \$374,561.58 from the General Fund, \$15,611.25 from the Capital Fund and \$998.40 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. Kennedy, seconded by Ms. Alicea, the Board passed the following resolution. (Unanimous)

**RESOLVED**, that the Patchogue-Medford Library Board of Trustees hereby accepts the proposal of Island Movers to remove items from the main floor to the storage unit and back to the main floor of the Carnegie building at a cost not to exceed \$988.00.

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

**RESOLVED**, that the Patchogue-Medford Library Board of Trustees hereby approve the proposal from Gym Doors, Inc. to repair four additional panels and fabricate parts as needed at a cost not to exceed \$5,570.00.

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

**RESOLVED**, that the Patchogue-Medford Library Board of Trustees hereby approve the additional \$611.20 charge from Parsons Commercial, LLC for replacement carpet due to an error in calculation of the amount of carpet tiles needed, for a total not to exceed \$2,571.95.

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

**RESOLVED**, that the Patchogue-Medford Library Board of Trustees hereby approve the updated and expanded Employee Manual and Safety Management Plan to comply with best practices outlined by Utica National Insurance Group's risk management consultant.

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

**RESOLVED**, that the Patchogue-Medford Library Board of Trustees hereby approve the proposal from KI Walls and AR Kropp for the fabrication and installation of meeting room walls to be used on the main floor at a cost not to exceed \$26,998.86.

There was a brief discussion of the budget which included the estimated cost for the NY State Retirement System annual invoice for 2027.

Evan Gape reviewed the existing firewalls for all three buildings and reported that he is working with SCLS to pursue a higher level of service through their negotiated coordinated order.

Jennifer Bollerman presented the updated Employee Manual and Safety Management Plan to the Board, explaining that it reflects revisions to the Employee Handbook and Emergency Procedures and incorporates a Safety Management Plan.

The meeting was adjourned at 6:30 p.m.

Respectfully submitted,



Debbie Bacon