

February 6, 2026

## Board of Trustees Meeting Minutes

**Organization:** Patchogue-Medford Library

**Meeting Date:** January 20, 2026

**Time:** 5:30 p.m.

**Location:** Main Library

### 1. Call to Order

The meeting of the Board of Trustees was called to order at 5:32 p.m.

### 2. Attendance

#### 2.1 Trustees Present

- Mr. Trabold
- Ms. Kennedy
- Ms. Alicea
- Ms. Ryder

#### 2.2 Trustees Absent

- Ms. Schiller

#### 2.3 Administration and Staff Present

- Danielle Paisley, Director
- Jennifer Bollerman, Assistant Director
- Debbie Bacon, District Clerk

- Joyce Thompson, Department Head

## 2.4 Guests Present

- Ivan Carrasquillo, TFMG
- Michael Vigliotta, Volz & Vigliotta

## 3. Presentation

### 3.1 Generator Project Overview

Ivan Carrasquillo presented an overview of the generator project, including proposed locations and utility connections.

## 4. Executive Session

### 4.1 Motion to Enter Executive Session

On a motion of Ms. Alicea, seconded by Ms. Kennedy, the Board entered Executive Session with Michael Vigliotta to discuss personnel matters.

**Vote:** Unanimous.

### 4.2 Motion to Adjourn Executive Session

On a motion of Ms. Kennedy, seconded by Ms. Alicea, the Board adjourned Executive Session.

**Vote:** Unanimous.

## 5. Consent Agenda

### 5.1 Motion to Approve Consent Agenda

On a motion of Ms. Ryder, seconded by Ms. Kennedy, the following Consent Agenda items were approved.

**Vote:** Unanimous.

## 5.2 Consent Agenda Items Approved

- Minutes of the December 23, 2025 Regular Meeting
- Treasurer's Report
- Financial Report
- Budget Report
- Report of the Library Director (including circulation and patron usage reports)
- Personnel Report
- Bills as Listed

### 5.2.1 Check Report – December 31, 2025 (December Addendum)

- \$386,001.63 from the General Fund
- \$0.00 from the Capital Fund
- \$1,513.63 from the Central Library Fund

### 5.2.2 Check Report – January 14, 2026 (January Warrant)

- \$673,699.13 from the General Fund
- \$41,532.50 from the Capital Fund
- \$4,079.53 from the Central Library Fund

## 6. Resolutions

### 6.1 Generator Engineering Services

On a motion of Ms. Kennedy, seconded by Ms. Alicea, the following resolution was passed.

**Vote:** Unanimous.

**Resolution:**

RESOLVED, that the Board of Trustees hereby approves the invoice from Lizardos Engineering for professional services related to coordination and planning for a generator at the Main Library at a cost not to exceed \$35,750.

6.2 Lightpath Service Order (DIA/SD-WAN)

On a motion of Ms. Kennedy, seconded by Ms. Alicea, the following resolution was passed.

**Vote:** Unanimous.

**Resolution:**

RESOLVED, that the Board of Trustees hereby approves opting into the Lightpath Service Order coordinated by the Suffolk Cooperative Library System for DIA/SD-WAN at the level of 2Gbps + SD-WAN for a cost of \$15,500.

6.3 Vote Administration Resolutions

On a motion of Ms. Alicea, seconded by Ms. Kennedy, the following resolutions were passed.

**Vote:** Unanimous.

6.3.1 Notice of Special District Meeting

RESOLVED, that the "Notice of Special District Meeting of the Patchogue-Medford (Public) Library" is approved for publication in the L.I. Advance and The Brookhaven Messenger.

6.3.2 Trustee Nominating Petitions

RESOLVED, that nominating petitions for the position of Library Trustee shall be available beginning February 3, 2026, and must be filed with the Library District Clerk no later than 5:30 p.m. on Monday, March 16, 2026.

### 6.3.3 Appointment of Registration Chairpersons

RESOLVED, pursuant to Section 1501-c of New York State Education Law, that Barbara Ramirez and Juta Rohtla are appointed as Chairpersons of the Board of Registration to distribute absentee ballots at the Medford Multicare Center for Living to duly registered residents requesting absentee ballots for the Annual Budget Vote and Trustee Election.

## 7. Director's Report

Director Danielle Paisley discussed:

- The draft 2026–2027 budget
- Increased costs associated with the New York State Retirement System
- Rising health care costs
- Ongoing negotiations for a pending elevator contract at the Medford Branch

## 8. Conference Attendance Approval

On a motion of Ms. Alicea, seconded by Ms. Kennedy, the following resolution was passed.

**Vote:** Unanimous.

**Resolution:**

RESOLVED, that the Board approves conference attendance for Danielle Paisley, Lissetty Thomas, and Michele Cayea at Pre-Advocacy and Advocacy Day in Albany from February 2–3, 2026, at a cost not to exceed \$400 per person.

## 9. Department Reports

### 9.1 Youth Services Department

Department Head Joyce Thompson reported on extensive outreach programming and discussed collaboration with the Patchogue-Medford School District to resume field trips to the Library.

### 9.2 Assistant Director's Report

Assistant Director Jennifer Bollerman reported:

- A forthcoming training campaign for department heads and staff
- New accessibility features for improved website navigation
- A recent meeting with Michael Griffin regarding guard training

On a motion by Ms. Alicea, seconded by Ms. Kennedy, the Board approved the proposal from Michael Griffin for formal guard/staff training, including templates and updates, at a cost not to exceed \$1,800.

## 10. Adjournment

The meeting was adjourned at 7:52 p.m.

Respectfully Submitted



Debbie Bacon

District Clerk