

Board of Trustees Meeting Minutes

Organization: Patchogue-Medford Library

Meeting Date: March 24, 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 5:31 p.m.

2. Attendance

2.1 Trustees Present

- Mr. Trabold
- Ms. Kennedy
- Ms. Schiller
- Ms. Ryder

2.2 Trustees Absent

- Ms. Alicea

2.3 Administration and Staff Present

- Danielle Paisley, Director
- Jennifer Bollerman, Assistant Director
- Debbie Bacon, District Clerk
- Evan Gape, Network and System Administrator
- Jessica Moore, Public Services Principal Library Clerk

3. Executive Session

Motion to Enter Executive Session: On a motion of Ms. Ryder, seconded by Ms. Schiller, the Board entered Executive Session. Vote: Unanimous.

Motion to Adjourn Executive Session: On a motion of Ms. Schiller, seconded by Ms. Ryder, the Board adjourned Executive Session. Vote: Unanimous.

4. Consent Agenda

Motion to Approve Consent Agenda: On a motion of Ms. Kennedy, seconded by Ms. Ryder, the Consent Agenda was approved. Vote: Unanimous.

4.2 Consent Agenda Items Approved

- Minutes of the February 24, 2026 Regular Meeting
- Treasurer's Report
- Financial Report
- Budget Report
- Report of the Library Director
- Personnel Report
- Bills as Listed

4.2.1 Check Report – February 28, 2026 (February Addendum)

- General Fund: \$349,028.70
- Capital Fund: \$0.00
- Central Library Fund: \$1,636.76

4.2.2 Check Report – February 11, 2026 (February Warrant)

- General Fund: \$373,078.74
- Capital Fund: \$0.00
- Central Library Fund: \$1,433.80

5. Old Business

The Board was informed that the platform is not yet open to submit the State Report.

6. New Business

The Network and Systems Administrator discussed the complications of the Meraki 250 firewall option.

The Director discussed an upcoming Hall of Fame ribbon cutting ceremony at the main library.

The Director discussed future flooring for the main library and the design proposal from architects at BBS.

7. Resolutions and Motions

On a motion of Ms. Schiller, seconded by Ms. Kennedy, the following resolution was passed. Vote: Unanimous.

RESOLVED, that the Board of Trustees hereby approves the five-year contract for dark fiber with Crown Castle.

On a motion of Ms. Ryder, seconded by Ms. Schiller, the following resolution was passed.
Vote: Unanimous.

RESOLVED, that the Board of Trustees of the Patchogue Medford Library hereby commit \$950,000 for the installation of a roof mounted emergency generator tied into the existing electrical distribution system.

On a motion of Ms. Schiller, seconded by Ms. Kennedy, the following resolution was passed.
Vote: Unanimous.

WHEREAS, the Patchogue Medford Library is contemplating the following project for the 2026-2027 fiscal year: Integration of an emergency generator tied to an existing electrical distribution system

Now, therefore, be it resolved, that the Patchogue Medford Library is hereby designated as a “lead agency” under the State Environmental Quality Review Act (SEQRA), pursuant to New York State Education Guidelines dated August 2001; and

Be it Resolved, that upon recommendation of the Library’s facility consultants, the Library Board of Trustees hereby determines that the above referenced projects are actions subject to SEQRA; and

Be it Further Resolved, that upon recommendation of the Library’s facility consultants, the Library Board of Trustees hereby determines that the above referenced capital improvement projects are renovation and improvement projects listed under the SEQRA Regulations as Type II Actions, which, by definition, do not have a significant impact on the environment; and

Be it Further Resolved, that the Board of Trustees of the Patchogue Medford Library hereby direct the Library Director to forward a certified copy of this resolution to the New York State Education Department.

On a motion of Ms. Schiller, seconded by Ms. Ryder, the following resolution was passed.
Vote: Unanimous.

RESOLVED, that the Board of Trustees hereby approve the updated FMLA and Circulation Policies.

On a motion of Ms. Ryder, seconded by Ms. Schiller, the Board hereby approves the stairwell mural extension at the main library.

8. Public Services Principal Library Clerk Report

- Collaboration with the Sheriff’s Department for the R.E.A.D. program
- Seed library distributed 8,500 packets last year

- Orange Boy program allows for additional marketing of the seed library
- Seed packets also used in Youth Services and Community Engagement programs
- Seed packets available at the Medford Branch

9. Assistant Director's Report

- New Employee Manual
- KnowB4 trainings
- Upcoming guard training
- Library website accessibility

10. Adjournment

The meeting was adjourned at 7:15 p.m.

Respectfully submitted,

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

Debbie Bacon
District Clerk