

Patchogue-Medford Library  
Board of Trustees  
Tuesday, April 21, 2026  
5:30 pm

Agenda

- I. Call to Order
- II. Executive session (personnel)
- III. Consent Agenda
  - Motion to approve the Minutes of the March 24, 2026 meeting
  - Motion to approve the Treasurer's report
  - Motion to approve the Financial Report
  - Motion to approve the Budget Report
  - Motion to approve the Bills
  - Motion to approve the Report of the Library Director
    - (includes circulation reports, patron usage reports)
  - Motion to approve the Personnel Report
- IV. Communications
  - a. Friends of the Library Annual Report
  - b. Letter from Lori Cannetti, Interim Superintendent of Schools, Patchogue Medford School District
- V. Old/Unfinished Business
  - a. BBS proposal to provide design structure for the future of the Library

**RESOLVED**, that the Board of Trustees of the Patchogue Medford Library approves the proposal from BBS Architects to provide design structure for the next phase of the Patchogue Medford Library main floor at a cost not to exceed \$9,750.00.
- VI. New business
  - A. Certification of vote results:
    - RESOLVED**, that the Board of Trustees of the Patchogue-Medford Library certifies the results of the 2026-2027 Patchogue-Medford Library Budget Vote and Trustee Election as follows:
      - PROPOSITION I - Patchogue-Medford Public Library Budget
      - Yes 315 No 49
      - TRUSTEE: For a 5-year term ending June 30, 2031:
        - Sarah Wasser, 132 votes
  - B. State Report

RESOLVED, that the Board of Trustees of the Patchogue Medford Library hereby approve the annual state report.

C. Planning Documents renewal for 403Bs

**RESOLVED**, that the Board of Trustees of the Patchogue Medford Library approve the new plan documents, executed at no charge to the Library by Equitable, Inc., to provide documentation for the various 403B offerings to employees at the Library.

D. Security Handbook and Policy/Procedure Updates

**RESOLVED**, that the Board of Trustees of the Patchogue-Medford Library hereby approve the new Security Handbook and updated Security policy and procedure manual.

E. Landscaping contract—Carnegie Library

**RESOLVED**, that the Board of Trustees of the Patchogue-Medford Library hereby approves the proposal from Leo and Khamila's Landscaping Corp for landscaping services at the Carnegie Library for 2026 at a cost not to exceed \$4,080.00.

F. Thermal Solutions Contract—HVAC Carnegie

**RESOLVED**, that the Board of Trustees of the Patchogue-Medford Library hereby approves the proposal from Thermal Solutions for an HVAC maintenance agreement for the Carnegie Library for May 2026-April 2027 at a cost not to exceed \$1,990.00.

G. Monthly Reporting Audit

**RESOLVED**, that the Board of Trustees of the Patchogue-Medford Library hereby approves the proposal from Cullen & Danowski, LLP, Certified Public Accountants for monthly auditing of the Library's procurement and cash disbursement process in which they will make recommendations to the Board of Trustees and Director for any improvements and approvals for the period of July 1, 2026-June 30, 2027 at a cost of \$135.00 dollars per hour.

H. Library Closures

**RESOLVED**, that the Board of Trustees of the Patchogue-Medford Library hereby approves the early closure of the Main Library and Carnegie Library on Monday, June 1, 2026 at 5 pm (OR subsequent rain dates: June 8 OR June 16) due to the Patchogue-Medford High School Prom on Main Street, and the early closure of both the Main Library and the Carnegie Library on July 2, 16, 30, August 13, 2026 (or subsequent rain date of Aug 20, 2026) due to the Alive After Five street festival on Main Street in Patchogue.

VII. Update from Jessi Bouchelle, Carnegie Branch Manager

VIII. Update from Jennifer Bollerman

IX. Other

X. Adjournment