

# Board of Trustees Meeting Minutes

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**Organization:** Patchogue-Medford Library

**Meeting Date:** May 19, 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
- Ms. Alicea

### 2.2 Trustees Absent

### 2.3 Administration and Staff Present

- Danielle Paisley, Director
- Jennifer Bollerman, Assistant Director
- Lissetty Thomas, Adult Services Department Head

### 2.4 Guests Present

- Michael Vigliotta, Volz & Vigliotta

## 3. Executive Session

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

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

## 4. Consent Agenda

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

### 4.1 Consent Agenda Items Approved

- Minutes of the April 21, 2026 Regular Meeting
- Treasurer's Report
- Financial Report
- Budget Report
- Report of the Library Director
- Personnel Report
- Bills as Listed

#### 4.1.1 Check Report – April 21, 2026 (April Addendum)

- General Fund: \$274,353.28
- Capital Fund: \$0.00
- Central Library Fund: \$1,287.10

#### 4.1.2 Check Report – April 1, 2026 (May Warrant)

- General Fund: \$419,628.67
- Capital Fund: \$326.59
- Central Library Fund: \$2,586.46

## 5. Communications

Article in the Brookhaven Messenger, sent in by patron

## 6. Old/Unfinished Business

None.

## 7. New Business

### 7.1 Resolutions and Motions

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 approves the library's annual calendar listing of holiday closures and dates for 2026-2027.

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

**RESOLVED**, that the Board of Trustees of the Patchogue-Medford Library hereby approves the proposal from Leo and Khamila Landscaping, Inc. for one time weeding, mulching and clean up at a cost not to exceed \$2,455.00, along with weekly mowing for the season at a cost not to exceed \$120.00 per mow.

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

**RESOLVED**, that the Board of Trustees of the Patchogue-Medford Library hereby approves the design and contract of the Mural project for 2026-2027 in conjunction with Patchogue Arts Council.

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

**RESOLVED**, that the Board of Trustees of the Patchogue-Medford Library hereby approves the proposal from Baldessari & Coster, LLP to perform the annual audit for the Patchogue Medford Library for a cost not to exceed \$15,250.00.

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

**RESOLVED**, that the Board of Trustees of the Patchogue-Medford Library hereby approves the proposal from Gatto Plastering to repair the east wall due to an accident at a cost not to exceed \$1,400.00. We expect to be reimbursed by the driver's insurance for this fee.

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

**RESOLVED**, that the Board of Trustees of the Patchogue-Medford Library hereby approves the proposal from Patera Contracting LLC to replace the water heater and fix plumbing valve issues at a cost not to exceed \$2,100.00.

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

**RESOLVED**, that the Board of Trustees of the Patchogue-Medford Library hereby approves the quote from CSDNET for sonicwall advanced protection service for one year at a cost not to exceed \$2,286.14.

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

**RESOLVED**, that the Board of Trustees of the Patchogue-Medford Library hereby approves the updated Meeting Room Policy and Confidentiality and Law Enforcement Inquiry Policy.

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

**RESOLVED**, that the Board of Trustees of the Patchogue-Medford Library hereby determines to terminate employee A from their position as a probationary Library Assistant, effective May 22, 2026.

## **8. Adult Services Department Head Report**

- Library marched and drove the van in the Hispanic Parade this past Sunday.
- A citizenship ceremony is planned Thursday June 4 at 6:30 to celebrate our 13 class graduates. Four officials will be attending.
- The first Battle of the Books for adults is coming and additional new programs this summer.
- Lisetty is being honored at the SEPA Mujer Awards Annual Gala for her community service.

## **9. Assistant Director's Report**

- Policy of the Month campaign was implemented with Safety and Wellness Committee.
- Working on updating our CMMS (computerized maintenance management system).
- The Career Online High School service is being sunsetted, as the online school district does not meet enrollment requirements for New York State. We have had 44 graduates since 2017.

## **10. Adjournment**

The meeting was adjourned at 7:02 p.m.

**Respectfully submitted,**



**Jennifer Bollerman**  
**Assistant Director**