

# Board of Trustees Meeting Minutes

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**Organization:** Patchogue-Medford Library

**Meeting Date:** April 21, 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 5:33 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
- Debbie Bacon, District Clerk
- Evan Gape, Network and System Administrator
- Jessica Bouchelle, Carnegie Branch Manager

## 3. Executive Session

Motion to Enter Executive Session: On a motion of Ms. Schiller, seconded by Ms. Ryder, 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. Schiller, seconded by Ms. Alicea, the Consent Agenda was approved. Vote: Unanimous.

### 4.1 Consent Agenda Items Approved

- Minutes of the March 24, 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 – March 31, 2026 (March Addendum)

- General Fund: \$382,192.18
- Capital Fund: \$0.00
- Central Library Fund: \$1,705.56

#### 4.1.2 Check Report – April 15, 2026 (April Warrant)

- General Fund: \$456,178.81
- Capital Fund: \$0.00
- Central Library Fund: \$5,066.19

## 5. Old Business

### 5.1 Resolutions and Motions

On a motion of Ms. Schiller, 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 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.

## 6. New Business

### 6.1 Resolutions and Motions

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

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

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 approves the annual state report.

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

**RESOLVED**, that the Board of Trustees of the Patchogue Medford Library approves 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.

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

RESOLVED, that the Board of Trustees hereby approves the new Security Handbook and updated Security Policy and Procedure Manual.

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 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.

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

RESOLVED, that the Board of Trustees 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.

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

RESOLVED, that the Board of Trustees hereby approve 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 per hour.

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

RESOLVED, that the Board of Trustees hereby approve the early closure of the Main Library and Carnegie Library on Monday, June 1, 2026 at 5pm (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 August 20, 2026) due to the Alive After Five street festival on Main Street in Patchogue.

## **8. Carnegie Branch Manager Report**

- Reviewed statistics for Spring Break 2025 and Spring Break 2026
- Discussed fence around Carnegie green space

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

- State Report does not include Medford Branch statistics
- Completed security policy and guard manual
- Upcoming guard training

## **10. Adjournment**

The meeting was adjourned at 7:30 p.m.

**Respectfully submitted,**



**Debbie Bacon**  
**District Clerk**