

Board of Trustees Meeting Minutes

Organization: Patchogue-Medford Library

Meeting Date: June 16, 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 5:30 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
- Brian Schwartz, Public Services Department Head
- Michele Cayea, Community Engagement 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 May 19, 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 – May 31, 2026 (May Addendum)

- General Fund: \$270,932.85
- Capital Fund: \$0.00
- Central Library Fund: \$25.30

4.1.2 Check Report – June 10, 2026 (June Warrant)

- General Fund: \$618,996.10
- Capital Fund: \$37,298.90
- Central Library Fund: \$4,694.61

5. Communications

BOCES letter of appreciation

6. Old/Unfinished Business

Generator project timeline deferred until July board meeting

7. New Business

7.1 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 Thermal Solutions for an HVAC maintenance agreement for the Main Library for July 2026-June 2027 at a cost not to exceed \$8,550.00.

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 proposal from Thermal Solutions to replace the main coil of RTU #5 at a cost not to exceed \$6,975.00.

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

RESOLVED, that the President of the Board of Trustees of the Patchogue-Medford Library is authorized to execute salary agreements with Danielle Paisley, Jennifer Bollerman, Debbie Bacon, Toren Leslie, Jordan Merring, Kimberly Albee, and security guards for 2026-2027.

On a motion of Ms. Schiller, seconded by Ms. Kennedy, the Board approved the Deed of Gift Policy.

8. Public Services Department Head Report

- Friends of the Library scholarships were awarded to two student recipients.
- High School students in the ACES program provided assistance to the Friends of the Library.
- Mr. Schwartz is meeting biweekly with the Technical Processing Librarian to gain knowledge of the position.
- Book ordering vendors are being reviewed.
- A long-term plan for the Technical Processing section of the Public Services Department has been developed.

9. Community Engagement Department Head Report

- Of the 78 applications received for the summer internship program, 30 applicants were interviewed and two will be hired.
- After strategic marketing, and despite challenging weather, the recent PopCon event had over 500 attendees along with food trucks, a cosplay contest, and many activities throughout the main library. The target audience was reached with most attendees between 20-30 years of age.

10. Assistant Director's Report

- Staff attended security training.
- Ms. Bollerman will attend a Rave app meeting to review updates to the app.
- Custodial ticket software with Hippo will be transitioned to a new vendor.

11. Adjournment

The meeting was adjourned at 7:20 p.m.

Respectfully submitted,



Debbie Bacon

District Clerk