Board of Trustees Meeting Minutes

Organization: Patchogue-Medford Library

Meeting Date: July 23, 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 5:32 p.m.

2. Attendance

2.1 Trustees Present

- Mr. Trabold
- Ms. Kennedy
- Ms. Ryder
- Ms. Alicea
- Ms. Wasser

2.2 Trustees Absent

2.3 Administration and Staff Present

- Danielle Paisley, Director
- Jennifer Bollerman, Assistant Director
- Debbie Bacon, District Clerk
- Evan Gape, Technical Support Department Head

2.4 Guests Present

- Michael Vigliotta, Volz & Vigliotta

3. Oath of Office

Sarah Wasser was sworn in as a new Trustee with a 5-year term ending on June 30, 2031.

On a motion of Ms. Kennedy, seconded by Ms. Ryder, Danielle Paisley was appointed temporary chairperson to conduct the election of officers for the 2026-2027 fiscal year.

Ms. Ryder nominated Harold Trabold to be President of the Board for the fiscal year 2026-2027.

Ms. Ryder nominated Elizabeth (Betsy) Kennedy to be First Vice President of the Board for the fiscal year 2026-2027.

Ms. Kennedy nominated Eleanor (Ele) Ryder to be Second Vice President of the Board for the fiscal year 2026-2027.

There being no further nominations, Harold Trabold was elected President, Elizabeth Kennedy was elected First Vice President, and Eleanor Ryder was elected Second Vice President for the fiscal year 2026-2027 by unanimous consent.

Mr. Vigliotta administered the Oath of Office to the newly elected officers and trustees of the Board.

The President of the Board, Mr. Trabold resumed office acting as the chairperson.

4. Executive Session

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

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

5. Consent Agenda

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

4.1 Consent Agenda Items Approved

- Minutes of the June 16, 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 – June 30, 2026 (June Addendum)

- General Fund: $352,862.62
- Capital Fund: $14,300.00
- Central Library Fund: $108,675.30

4.1.2 Check Report – July 8, 2026 (July Warrant)

- General Fund: $326,268.76
- Capital Fund: $0.00
- Central Library Fund: $1,058.80

6. Communications

Patchogue-Medford School District Letter of Appreciation

7. Old/Unfinished Business

Notice to Bidders for generator project will be published in the Long Island Advance on July 30, 2026. The Director, Ms. Paisley, will apply for the New York State construction aid grant.

8. New Business

8.1 Resolutions and Motions

The Board conducted their Annual Review of the Financial Policy, Investment Policy, Fund and Minimum Balance Policy, Procurement Policy, Code of Ethics and Trustees Bylaws, and on a motion of Ms. Ryder, seconded by Ms. Kennedy, the Board approved the updated policies. Vote: Unanimous

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

RESOLVED, that the Patchogue-Medford Library Board of Trustees hereby authorizes the following persons as signatories on accounts opened and maintained in the name of the Patchogue-Medford Library:

Kathryn L. Hurney, Treasurer
Danielle Paisley, Director
Jennifer Bollerman, Assistant Director
Harold G. Trabold
Elizabeth Kennedy
Eleanor J. Ryder
Aida Alicea
Sarah Wasser

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

RESOLVED, that the Board of Trustees hereby approves the Central Library budget for 2026-2027.

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

RESOLVED, that Debbie Bacon is appointed Library District Clerk and Toren Leslie is appointed Assistant Library District Clerk for fiscal year 2026-2027.

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

RESOLVED, that Katherine L. Hurney is appointed Library District Treasurer at a fee of $415 per month for fiscal year 2026-2027.

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

RESOLVED, that the following banks are designated as depositories for the funds of the Patchogue-Medford Library for the fiscal year 2026-2027: Dime Community Bank, maximum deposit not to exceed $5,500,000.00; M&T, maximum deposit not to exceed $50,000.00; ConnectOne Bank, maximum deposit not to exceed $600,000; NYCLASS, maximum deposit not to exceed $1,500,000.

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

RESOLVED, that the LI Advance is designated as the official newspaper of the Patchogue-Medford Library for the fiscal year 2026-2027.

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

RESOLVED, that the Board appoints Epic Brokers, represented by Joe Price, as the insurance agency for the Patchogue-Medford Library for the fiscal year 2026-2027.

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

RESOLVED, that the Board hereby appoints the Law Offices of Volz & Vigliotta as General and Personnel Counsel for the Patchogue-Medford Library for the fiscal year 2026-2027.

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

RESOLVED, that the Board of Trustees of the Patchogue-Medford Library chooses to engage Cullen and Danowski accounting firm to audit all claims and make recommendations to the Board of Trustees regarding payments for the 2026-2027 fiscal year.

9. Technical Support Department Head Report

- The Meraki firewall has been connected; however, it does not have the capabilities required to function as a pass-thru filter or meet the library's security requirements.
- Mr. Gape will work on configuring Youth Services computers to use the Meraki firewall in order to support PALS compliance.
- The SonicWall license has been extended, and a content filtering solution will be implemented to maintain E-Rate compliance.
- Mr. Gape will work on obtaining access to the Cisco console to support PALS compliance.
- Optimum internet service will be discontinued, and Mr. Gape will establish a Verizon Fios account for the library.

10. Assistant Director's Report

- Librarians attended Librarian-In-Charge training to review policies and procedures.
- CMMS software Eptura will be transferred to FixxIt.

- Ms. Bollerman will assume responsibility for managing the Makerspace on an interim basis.

11. Adjournment

The meeting was adjourned at 7:16 p.m.

Respectfully submitted,

Debbie Bacon

District Clerk