

Board of Trustees Meeting Minutes

Organization: Patchogue-Medford Library

Meeting Date: August 18, 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 5:42 p.m.

2. Attendance

2.1 Trustees Present

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

2.2 Trustees Absent

2.3 Administration and Staff Present

- Danielle Paisley, Director
- Jennifer Bollerman, Assistant Director
- Debbie Bacon, District Clerk
- Jessica Moore, Circulation Manager, Public Services Department

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. Ryder, seconded by Ms. Alicea, the Board adjourned Executive Session. Vote: Unanimous.

4. 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 July 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 – July 31, 2026 (July Addendum)

- General Fund: \$625,739.96
- Capital Fund: \$0.00
- Central Library Fund: \$1,636.76

4.1.2 Check Report – August 12, 2026 (August Warrant)

- General Fund: \$360,610.87
- Capital Fund: \$2,800.00
- Central Library Fund: \$1,308.80

6. Communications

Town of Brookhaven INTERFACE program thank you

7. Old/Unfinished Business

DASNY Grant – discussion and update

7.1 Resolutions and Motions

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

RESOLVED, that the Patchogue-Medford Library Board of Trustees hereby commits \$80,000 of capital funds to create a patio in the back of the Medford Library building as Phase 1 of the development of the learn and play space.

8. New Business

8.1 Resolutions and Motions

On a motion of Ms. Kennedy, seconded by Ms. Alicea, the Board tabled discussion of the Sunday rate. Vote: Unanimous.

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

RESOLVED, that the Board of Trustees hereby approves the 2027 vote calendar as presented by Ms. Bacon, Library District Clerk.

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 hereby approve the conference request of Danielle Paisley, Lissetty Thomas, Michele Cayea, Brian Vann and Amber Mercado to attend the NYLA Annual Conference in Saratoga Springs, NY from November 4 through November 7, 2026 at a cost not to exceed \$1,800.00 per person.

9. Circulation Manager, Public Services Department Report

- Ms. Moore provided an overview of the 2026 SCLS Suffolk County Libraries Summer Tour, including the use of stamps, stickers, and prize raffles.
- The 2026 SCLS Suffolk County Libraries Summer Tour experienced its highest attendance to date, with 86 stamps distributed on one day.
- Ms. Moore reported staffing challenges at the Public Services desk due to some staff having to reduce their work hours. An additional full-time employee would be beneficial to the department.

10. Assistant Director's Report

- Ms. Bollerman reported that she is developing an AI policy for the library, taking into consideration guidance from the American Library Association (ALA).
- Ms. Bollerman attended a climate resiliency workshop in the Village of Patchogue.
- A glass door at the Medford Branch shattered and the library is obtaining repair estimates.
- Trustees from the Elmont Library visited the Main Branch.
- Ms. Bollerman reviewed the annual trustee training and education requirements and provided Trustees with resources from the Suffolk Cooperative Library System (SCLS).

11. Adjournment

The meeting was adjourned at 7:06 p.m.

Respectfully submitted,



Debbie Bacon

District Clerk