Board of Trustees Meeting Minutes

Organization: Patchogue-Medford Library

Meeting Date: September 15, 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
- Dr. Wasser

2.2 Trustees Absent

2.3 Administration and Staff Present
- Danielle Paisley, Director
- Jennifer Bollerman, Assistant Director
- Debbie Bacon, District Clerk
- Joyce Thompson-Haas, Youth Services Department Head

2.4 Guests Present

3. Executive Session
Motion to Enter Executive Session: On a motion of Ms. Alicea, seconded by Ms.Kennedy, 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 August 18, 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 – August 31, 2026 (August Addendum)

- General Fund: $583,443.07
- Capital Fund: $0.00
- Central Library Fund: $1,636.76

4.1.2 Check Report – September 9, 2026 (September Warrant)

- General Fund: $378,010.22
- Capital Fund: $2,752.50
- Central Library Fund: $3,623.40

5. Communications

Dominick Thorne notice regarding Suffolk County Mass Transit

6. Old/Unfinished Business

6.1 Resolutions and Motions

7. New Business

7.1 Resolutions and Motions

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

RESOLVED, that the Patchogue-Medford Library Board of Trustees hereby approves the proposal from Thermal Solutions for an annual maintenance contract for the HVAC system at the Medford Branch of the Patchogue-Medford Library at a cost not to exceed $5,200.00.

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

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

RESOLVED, that the Patchogue-Medford Library Board of Trustees hereby approves the application for New York State Division of Library Development Construction Aid for the Emergency Generator Installation Project.

8. Business Manager's Report

- Ms. Bacon informed the Board that the annual audit has been completed and that she will begin preparing the follow-up report.
- Checks for the upcoming River Tour require Board approval.
- The vendor responsible for background checks will no longer accept payment by check.

8.1 Resolutions and Motions

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

RESOLVED, that the Patchogue-Medford Library Board of Trustees hereby approves payment to Davis Park Ferry in the amount of $600.00 and Whale House Point in the amount of $2,550.00 for the River Tour event.

9. Youth Services Department Head Report

- Ms. Thompson-Haas provided the Board with statistics for the Youth Services Department for the 2025-2026 fiscal year.
- In an effort to increase literacy, activities have been incorporated into Youth Services programs.
- The school district has requested outreach events and field trips for the 2026-2027 school year.
- Monthly visits have been requested for ENL (English as a New Language) classes.
- Ms. Thompson attended the school district teacher book sale.
- The school district is interested in a book club collaboration with the Library.

10. Assistant Director's Report

- Ms. Bollerman updated the Board on her role as temporary Makerspace Coordinator, including scheduling and programming responsibilities, and the addition of a new xTool engraver.
- Studio E promotional efforts are underway.
- Sexual Harrassment Prevention Training will be distributed to staff by the end of the week.

11. Director's Report

- Ms. Paisley informed the Board that she was notified by the school district about changes to future PILOT payments due to changes in the status of LIPA properties within the district.
- Ms. Paisley will explore options for the benches behind the Carnegie Library.
- The HVAC system at the Medford Branch was factory reset under warranty.

- The broken glass door at the Medford Branch has not yet been repaired due to contractor disinterest in the project. The Library will continue to pursue a solution.

12. Adjournment

The meeting was adjourned at 6:30 p.m.

Respectfully submitted,



Debbie Bacon

District Clerk