Board of Trustees Meeting Minutes

Organization: Patchogue-Medford Library

Meeting Date: October 20, 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 5:38 p.m.

2. Attendance

2.1 Trustees Present
- Mr. Trabold
- Ms. Ryder
- Ms. Kennedy
- 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
- Patricia Cruz, Medford Branch Manager

2.4 Guests Present
- Ivan Carrasquillo, The Facilities Management Group
- 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.

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4. Consent Agenda

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

4.1 Consent Agenda Items Approved

- Minutes of the September 15, 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 – September 30, 2026 (September Addendum)

- General Fund: $388,016.24
- Capital Fund: $0.00
- Central Library Fund: $1,636.76

4.1.2 Check Report – October 14, 2026 (October Warrant)

- General Fund: $347,131.85
- Capital Fund: $1,662.00
- Central Library Fund: $3,525.80

5. Communications

Kevin Verbesey, draft SCLS budget

6. Old/Unfinished Business

6.1 Resolutions and Motions

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

WHEREAS, that the Board of Board of Trustees of the Patchogue Medford Library ("Board") solicited sealed bids for the project known as the Emergency Generator Project in accordance with the requirements of New York General Municipal Law § 103; and

WHEREAS, the notice to bidders and bid specifications documents expressly required attendance by prospective bidders at a mandatory pre-bid meeting and walkthrough on Monday, August 24, 2026 at 10:00 a.m.; and

WHEREAS, the notice to bidders dated July 23, 2026 explicitly stated that attendance at such walkthrough is mandatory; and

WHEREAS, bids were publicly opened on Wednesday, September 9, 2026 at 2:00 p.m.; and

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WHEREAS, upon review of the bids and supporting documentation, the Board has determined that Eldor did not attend the mandatory walkthrough and therefore failed to comply with a material requirement of the bid specifications; and

WHEREAS, attendance at the mandatory walkthrough was a material condition of the bidding process, the failure to attend constitutes a material deviation from the bid requirements rendering the bid of Eldor non-responsive and ineligible for consideration; and

WHEREAS, the Board has further determined that rejection of the bid of Eldor is in the best interests of the Library as it renders Eldor's bid submission unreliable.

NOW, THEREFORE, BE IT RESOLVED, that the Board hereby determines that the bid submitted by Eldor is non-responsive based upon the bidder's failure to attend the mandatory pre-bid walkthrough as required by the bid specifications; and

BE IT FURTHER RESOLVED, that the bid submitted by Eldor is hereby rejected; and

BE IT FURTHER RESOLVED, that the appropriate officers of the Library are authorized and directed to notify Eldor of this determination.

On a motion of Ms. Ryder, seconded by Ms. Alicea, the Board tabled the review of the quotes to fix the glass meeting room door at the Medford Branch. Vote: Unanimous

On a motion of Ms. Ryder, seconded by Ms. Kennedy, the Board accepted the proposal of Patchogue-Medford High School students to create a pollinator garden at the Medford Branch.

7. New Business

7.1 Discussions

The Board reviewed the NYS Retirement estimate for 2027.

The Board discussed the two proposals submitted by Ms. Paisley for the NY Forward Grant. Ms. Paisley informed the Board that one proposal could be accepted.

7.2 Resolutions and Motions

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

RESOLVED, that as per New York State Education Law, Section 2034, 6b, the Library District Clerk is hereby authorized to unseal the ballot box and destroy all paper ballots contained therein, together with the unused ballots from the Annual Budget Vote and Trustee Election held on April 14, 2026.

On a motion of Ms. Kennedy, seconded by Ms. Ryder, the Board accepted the update to the Employment of Relatives policy.

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

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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. Medford Branch Manager Report

- Ms. Cruz discussed the maintenance of the Medford Branch.
- The Town of Brookhaven created an additional 25 parking spots in the parking lot where the branch is located.
- Suggestions for improvement include increasing meeting room space and addressing noise-level concerns.

9. Assistant Director's Report

- Ms. Bollerman is working on implementing new scheduling software for the Library.
- Staff annual safety training, Safety & Screams, will take place during the last week of October.
- As the Makerspace Coordinator, Ms. Bollerman assisted with submitting programs for the upcoming newsletter.
- Ms. Bollerman is reviewing artificial intelligence (AI) policies.

10. Adjournment

The meeting was adjourned at 7:28 p.m.

Respectfully submitted,

Debbie Bacon

District Clerk

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