

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
of the
MIDDLE COUNTRY PUBLIC LIBRARY
February 21, 2018

The regular meeting of the Board of Trustees of the Middle Country Public Library was held on February 21, 2018 at the Centereach building.

Attendance was as follows:

Mr. John Hoctor	-	President
Mr. Ronald Harrington	-	Vice-President
Mr. Edward McMullin	-	Member
Mrs. Jacqueline Schott	-	Member

Staff:

Mrs. Sophia Serlis-McPhillips	-	Director
Ms. Kathleen Deerr	-	Assistant Director
Mr. Ryan Gessner	-	Assistant Director
Mrs. Tracy LaStella	-	Assistant Director
Ms. MaryAnne Ellinger	-	Head of Business & Personnel
Mrs. Nancy Basile	-	Business Office Manager

CALL TO ORDER

The meeting was called to order at 6:35 p.m. by Mr. Hoctor.

APPROVAL OF MINUTES

A motion was made by Mrs. Schott, seconded by Mr. McMullin, to approve the minutes of the board meeting held January 17, 2018.

Motion carried unanimously.

2018/2019 LIBRARY APPROPRIATION

A motion was made by Mr. Hoctor, seconded by Mr. Harrington, that the library appropriation for the fiscal year 2018/2019 be \$15,053,506.

Motion carried unanimously.

MARCH BOARD MEETING AGENDA

A motion was made by Mrs. Schott, seconded by Mr. McMullin, that the agenda for the March 28, 2018 board meeting be changed as follows:

Call to Order
Approval of Minutes
Correspondence
Questions and Petitions from the Qualified Public on issues not related to the budget.
Report of the Director
Approval of Bills
Approval of Personnel Changes
Old Business
New Business
Budget Information Meeting (7:00 P.M.)
Adjournment

Motion carried unanimously.

NYS ANNUAL REPORT 2016/2017

A motion was made by Mr. Harrington, seconded by Mr. McMullin, to accept the NYS Annual Report for Public and Association Libraries for fiscal year 2016/2017.

Motion carried unanimously.

SELDEN-BATHROOM UPGRADE

A motion was made by Mrs. Schott, seconded by Mr. Hocter, to approve the installation of wall and floor tiles for the bathroom in the Selden building from Milburn Flooring Mills, NYS contract PC67779, at a cost of \$12,963.

Motion carried unanimously.

SELDEN FLOORING UPGRADE AND INSTALLATION

A motion was made by Mr. McMullin, seconded by Mr. Harrington, to approve the removal of old carpet and the purchase and installation of vinyl flooring for the hallway, main meeting room, teen center, and rubber stair treads for the stairway to the employee entrance in the Selden building from Milburn Flooring Mills, NYS contract PC67779, at a cost of \$24,486.46.

Motion carried unanimously.

LANDSCAPING BID

A motion was made by Mr. Harrington, seconded by Mr. McMullin, to accept the bid of Del Graz Enterprises, Inc. dba R&R Landscaping, as that of the lowest possible responsible bidder in the amount of \$23,800 for landscaping services at the Centereach and Selden buildings.

Motion carried unanimously.

SHIFT DIFFERENTIAL FOR PASSPORT SERVICES

A motion was made by Mr. Hoctor, seconded by Mr. McMullin, that clerical staff scheduled to work as a passport acceptance agent will receive a time and a half shift differential.

Motion carried unanimously.

CONFERENCE AND TRAVEL

A motion was made by Mrs. Schott, seconded by Mr. McMullin, to approve travel expenses for the following employees:

COMPUTERS IN LIBRARIES 2018-ARLINGTON,VA

Librarian and a network technician to attend the Computers in Libraries 2018 Conference in Arlington, Virginia from April 16th through the 19th, 2018 at a cost not to exceed \$5,800.

Motion carried unanimously.

FOUNDATION FUNDS ACCEPTANCE

A motion was made by Mr. Hoctor, seconded by Mr. McMullin, to accept funds from the Middle Country Library Foundation for the following:

Pamela & Richard Rubinstein Foundation	
Family Place National	\$1,200.00
Family Place L.I.	\$1,000.00
Middle Country Library Foundation	
Museum Corner	\$ 1,000.00
Adult Literacy Center	\$ 1,000.00
MCPL Family Center	\$ 2,000.00
Miller Business Center	\$ 2,000.00
Parent Child Home Program	\$ 3,000.00
Nature Explorium	\$ 3,000.00
211 Long Island	\$14,000.00

Motion carried unanimously.

APPROVAL OF PAYROLLS & WARRANTS

A motion was made by Mr. Harrington, seconded by Mrs. Schott, to approve the following:

payrolls:	
January 12, 2018	\$248,307.55
January 26, 2018	\$286,740.60

monthly warrant:	
Warrant #8 dated January 26, 2018	\$ 20,650.27
Warrant #9 dated February 9, & 21, 2018	\$659,841.63

Motion carried unanimously.

APPROVAL OF PERSONNEL REPORT

A motion was made by Mr. Harrington, seconded by Mrs. Schott, to approve the Report of Personnel Changes, dated January 31, 2018.

Motion carried unanimously.

ADJOURNMENT

A motion was made by Mr. McMullin, seconded by Mr. Harrington, to adjourn.

Motion carried unanimously.

Meeting adjourned at 7:03 p.m.