

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
of the
MIDDLE COUNTRY PUBLIC LIBRARY
January 17, 2018

The regular meeting of the Board of Trustees of the Middle Country Public Library was held on January 17, 2018 at the Centereach building.

Attendance was as follows:

Mr. John Hctor	-	President
Mr. Ronald Harrington	-	Vice-President
Mrs. Jacqueline Schott	-	Member
Mr. Edward J. McMullin	-	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 and Personnel
Mrs. Nancy Basile	-	Business Office Manager

CALL TO ORDER

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

APPROVAL OF MINUTES

A motion was made by Mrs. Schott, seconded by Mr. Harrington, to approve the minutes of the board meeting held December 20, 2017.

Motion carried unanimously.

REPORT OF THE DIRECTOR

Mrs. Serlis-McPhillips informed the Board that the Selden Building Redesign project is progressing as scheduled. Mrs. Serlis-McPhillips noted that there had been some delays regarding the steel for the addition.

2018/2019 PROPOSED ESTIMATED EXPENDITURES

The board reviewed the proposed 2018/2019 budget. Final approval of the estimated

expenditures will take place at the February meeting.

SELDEN CONSTRUCTION – CHANGE ORDER

A motion was made by Mrs. Schott, seconded by Mr. McMullin, to approve change orders for the Selden Construction Project for self-leveling base of lobby floor in the amount of \$20,641.22, and design development of wood/glass wall systems and veneer paneling for the Hough room and the sorter room in the amount of \$34,102.10 to be offset by a \$32,250.00 credit with the balance funded by the Capital fund.

Motion carried unanimously.

SECURITY CAMERA SYSTEM

A motion was made by Mr. Hoctor, seconded by Mr. McMullin, to approve the purchase of 25 additional Mini dome and IP Network Video Recorder security cameras with licenses, system configuration, UPS backup, storage and installation, from Digital Provisions, Inc. NYS contract 20191-PT 66947 at a price of \$58,971.22, to complete the security system in the Selden building.

Motion carried unanimously.

CONFERENCE AND TRAVEL

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

FAMILY PLACE SITE VISITS

Librarian for Family Place site visits to Topanga, Malibu, Walnut, Claremont, South Whittier, and Artesia, California, January 29th to February 2nd, 2018 at cost not to exceed \$2,500 to be funded by Family Place.

Librarian for Family Place site visits to Houston, Beaumont, Cypress, Hempstead and The Woodlands, Texas, February 12th through the 16th, 2018 at a cost not to exceed \$3,700 to be funded by Family Place.

INNOVATIVE USERS GROUP CONFERENCE 2018

Two librarians and a principal clerk to attend the Innovative Users Group Conference in Orlando, Florida from April 24th through April 26th, 2018 at a cost not to exceed \$6,200.

ALA ANNUAL CONFERENCE

Four librarians to attend the ALA Annual Conference in New Orleans, Louisiana, from June 21st through June 26th, 2018 at a cost not to exceed \$10,500

Motion carried unanimously.

FOUNDATION FUNDS ACCEPTANCE

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

NY Community Bank Foundation	
Nature Explorium	\$ 500.00
Family Place L.I.	\$1,000.00

Motion carried unanimously

APPROVAL OF PAYROLLS & WARRANTS

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

payrolls:

December 1, 2017	\$255,101.33
December 15, 2017	\$242,354.20
December 29, 2017	\$247,753.54

monthly warrant:

Warrant #7 dated December 29, 2017	\$ 14,712.66
Warrant #8 dated January 12, & 17, 2018	\$392,192.96

Motion carried unanimously.

APPROVAL OF PERSONNEL REPORT

A motion was made by Mrs. Schott, seconded by Mr. Hctor, to approve the Report of Personnel Changes, dated December 31, 2017.

Motion carried unanimously.

ADJOURNMENT

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

Motion carried unanimously.

Meeting adjourned at 7:00 p.m.