

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF TRUSTEES  
of the  
MIDDLE COUNTRY PUBLIC LIBRARY  
March 28, 2018

The special meeting of the Board of Trustees of the Middle Country Public Library was held on March 28, 2018 at the Library in Centereach.

Attendance was as follows:

Mr. John Hocter	-	President
Mr. Ronald Harrington	-	Vice-President
Mrs. Lisa Mitnick	-	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 6:30 p.m. by Mr. Hocter.

APPROVAL OF MINUTES

A motion was made by Mrs. Schott, seconded by Mrs. Mitnick, to approve the minutes of the board meeting held February 21, 2018.

Motion carried unanimously.

CORRESPONDENCE

(attached)

March 3, 2018 letter from Marie Corwin, patron, re: shelving height.

PUBLIC INPUT

Elizabeth Chamberlain had questions regarding the Selden Redesign project.

BOARD OF REGISTRATION

A motion was made by Mrs. Schott, seconded by Mr. Harrington, to approve the personnel appointed by the Elections Clerk to serve as a Board of Registration on April 4, 2018:

Beth Finn  
Sara Calderone  
Janice Boscarino  
Madelyn Capobianco

Motion carried unanimously.

BOARD OF ELECTION

A motion was made by Mrs. Mitnick, seconded by Mrs. Schott, that the following personnel, appointed by the Elections Clerk to serve as a Board of Election for the Library election to be held April 10, 2018, be approved:

Nancy Basile	Joan Dio	Elizabeth LaSala
Christina Blount	Roberta Dola	Susan LaSelva
Janice Boscarino	Laura Eisenbraun	Beth Miller
Sara Calderone	Beth Finn	Vivian Perea
Madelyn Capobianco	Susan Garafola	Linda Perro
Lois Casa	Margo Goldberg	Lisa Rau
Lynne Ceraso	Melanie Hackbarth	Janet Ross
Terry Cincotta	Patricia Hanlon	Elizabeth Salerno
Patricia Costantino	Darlene Hartman	Leanne Semisa
Gertrude DiMichele	Debra Hirschfeld	Eileen Urbach

Motion carried unanimously.

SEPTEMBER 2018 BOARD MEETING

A motion was made by Mrs. Mitnick, seconded by Mrs. Schott, that the September board meeting be changed to September 18, 2018 10:00 a.m. in consideration of Yom Kippur.

Motion carried unanimously.

### SELDEN CONSTRUCTION REVISION

A motion was made by Mrs. Schott, seconded by Mrs. Mitnick, to accept a change order for a structural steel revision for the Selden Construction project at a cost of \$110,313.

Motion carried unanimously.

### HVAC REPLACEMENT PLAN UNIT #15 – CENTEREACH BUILDING

As part of the Library's HVAC replacement plan, a motion was made by Mr. Harrington, seconded by Mrs. Schott, to accept the quote of Island Industrial Boilers for the replacement of roof top air conditioning unit #15 at the Centereach building in the amount of \$29,000 for a Trane 20 ton gas heat/electric cool package unit, all materials and labor as per contract approved by Board of Trustees April 2017.

Motion carried unanimously.

### HVAC MAINTENANCE AND SERVICE CONTRACT EXTENSION

A motion was made by Mr. Harrington, seconded by Mrs. Schott, to extend the services of All Industrial Boiler, Inc. dba Island Industrial Boiler for a maintenance and service contract for heating and air conditioning from May 1, 2018 through April 30, 2019 per the Sayville Public School contract (Bid# 16-45). The contract may be extended up to 3 years at an increased hourly rate not more than the annual CPI.

Motion carried unanimously.

### CONFERENCE AND TRAVEL

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

#### YSS SPRING CONFERENCE

Two librarians to attend the YSS Spring Conference at Syracuse University, Syracuse, NY from April 12<sup>th</sup> through April 13<sup>th</sup>, 2018 at a cost not to exceed \$1,500.

#### FAMILY PLACE SITE VISITS

Two librarians for Family Place Site Visits to Adamstown Area library and William Jeanes library , Adamstown and Lafayette, Pennsylvania from April 17<sup>th</sup> through April 18<sup>th</sup>, 2018 at cost not to exceed \$1,200 to be funded by Family Place.

NYLA RASS MASTER CONVERSATION

Librarian to attend the NYLA RASS Master Conversation in Guilderland, NY on April 27, 2018 at a cost not to exceed \$340.

Motion carried unanimously.

APPROVAL OF PAYROLLS & WARRANTS

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

payrolls:

February 9, 2018	\$247,857.76
February 23, 2018	\$246,322.91

monthly warrant:

Warrant #8 dated February 23, 2018	\$ 25,038.10
Warrant #9 dated March 9, 23, & 28 2018	\$844,805.62

Motion carried unanimously.

APPROVAL OF PERSONNEL REPORT

A motion was made by Mrs. Mitnick, seconded by Mr. Harrington, to accept the Report of Personnel Changes, dated February 28, 2018

Motion carried unanimously.

BUDGET INFORMATION MEETING

The budget information meeting was held at 7:00 p.m. No one from the public attended.

ADJOURNMENT

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

Motion carried unanimously.

Meeting adjourned at 7:10 p.m.