

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
of the
MIDDLE COUNTRY PUBLIC LIBRARY
May 16, 2018

The regular meeting of the Board of Trustees of the Middle Country Public Library was held on May 16, 2018 at the Centereach building.

Attendance was as follows:

Mr. John Hctor	-	President
Mr. Edward McMullin	-	Member
Mrs. Jacqueline Schott	-	Member
Mrs. Lisa Mitnick	-	Member

Staff:

Mrs. Sophia Serlis-McPhillips	-	Director
Mr. Ryan Gessner	-	Assistant Director
Ms. Kathleen Deerr	-	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. Hctor.

APPROVAL OF MINUTES

A motion was made by Mrs. Mitnick, seconded by Mrs. Schott, to approve the minutes of the board meeting held on April 18, 2018.

Motion carried unanimously.

EXECUTIVE SESSION

A motion was made by Mr. McMullin, seconded by Mrs. Schott that the Board move into executive session at 6:37 p.m. to discuss a custodial worker II position.

A motion was made by Mr. Hctor, seconded by Mrs. Mitnick, that the Board conclude executive session at 6:45 p.m.

Motion carried unanimously.

REPORT OF THE DIRECTOR

The Director informed the Board that the Library is now a Passport Acceptance Facility.

CUSTODIAL WORKER II POSITION

A motion was made by Mr. Hocter, seconded by Mrs. Schott, to establish a permanent full-time Custodial Worker II position to be paid on Non-Professional Scale, Pay Grade 7, and to appoint Thomas D'Amico to the position of Custodial Worker II to be paid on Non-Professional Pay Grade 7, Step 10.

Motion carried unanimously.

HVAC SYSTEM FOR CONFERENCE ROOM – CENTEREACH BUILDING

A motion was made by Mrs. Mitnick, seconded by Mr. Hocter, to accept the quote of Island Industrial Boilers for the installation of an independent HVAC system for the second floor conference room in the Centereach building in the amount of \$23,500 for a 3 Ton Daikin gas heat/electric cool package unit, all materials and labor as per contract approved by Board of Trustees March 2018.

Motion carried unanimously.

TELEPHONE SYSTEM AND SERVICE QUOTE

A motion was made by Mrs. Mitnick, seconded by Mrs. Schott, to accept the quote of CDW-G for the installation of and maintenance of the Cisco telephone system (New York State OGS Technology Umbrella Phone bid PM20800) in the amount of \$112,956.

Motion carried unanimously.

ARCHITECTURAL DESIGN SERVICES – CONSULTING

A motion was made by Mr. Hocter, seconded by Mrs. Mitnick, to approve the proposal from J R KELLER LLC for professional services in the design and updates for the Miller Business Center and the Selden Meeting room at a cost not to exceed \$9,360.

Motion carried unanimously.

CENTEREACH PARKING IMPROVEMENTS

A motion was made by Mrs. Mitnick, seconded by Mr. Hocter, to approve the resurfacing, sealing and striping of the parking lot in Centereach at a cost not to exceed \$20,000. The Director will report to the Board the vendor and final cost at the next board meeting.

Motion carried unanimously.

BOARD MEETING CHANGES

A motion was made by Mrs. Schott, seconded by Mrs. Mitnick, that the November board meeting be changed to November 20, 2018 at 10:00 a.m. due to the Thanksgiving holiday, and that the December board meeting of December 19, 2018 be moved to 10 a.m. due to various holiday obligations.

Motion carried unanimously.

FOUNDATION FUNDS ACCEPTANCE

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

Huntington Arts Council Community Art Project	\$4,000.00
NYS Department of Education-Flanagan Miller Business Center	\$2,500.00
People’s Alliance Federal Credit Union Miller Business Center/Miller Mornings Sponsor	\$1,000.00

Motion carried unanimously.

APPROVAL OF PAYROLLS & WARRANTS

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

payrolls:	
April 6, 2018	\$251,778.92
April 20, 2018	\$263,879.01

monthly warrant:	
Warrant #10 dated April 20, 2018	\$ 15,623.98
Warrant #11 dated May 4, & 16, 2018	\$697,123.32

Motion carried unanimously.

APPROVAL OF PERSONNEL REPORT

A motion was made by Mr. Hctor, seconded by Mrs. Schott, to approve the Report of Personnel Changes, dated April 30, 2018.

Motion carried unanimously.

ADJOURNMENT

A motion was made by Mr. Hocter, seconded by Mrs. Mitnick, to adjourn.

Motion carried unanimously.

Meeting adjourned at 7:05 p. m.