

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
of the
MIDDLE COUNTRY PUBLIC LIBRARY
June 20, 2018

The regular meeting of the Board of Trustees of the Middle Country Public Library was held on June 20, 2018 at the Centereach building.

Attendance was as follows:

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

Staff:

Mrs. Sophia Serlis-McPhillips	-	Director
Ms. Kathleen Deerr	-	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 6:33 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 on May 16, 2018.

Motion carried unanimously.

CORRESPONDENCE

(Attached)

June 15, 2018, Edward Romaine, Supervisor,-Town of Brookhaven re: Municipal Consolidation and Efficiency Competition- Town given a \$20 million award.

EXECUTIVE SESSION

A motion was made by Mr. Harrington, seconded by Mr. McMullin, that the Board move into executive session at 6:35 p.m. to discuss construction stipends.

Motion carried unanimously.

A motion was made by Mrs. Schott, seconded by Mr. Harrington, that the Board conclude executive session at 6:40 p.m.

Motion carried unanimously.

REPORT OF THE DIRECTOR

The Director updated the Board on the progress of the Selden Redesign RFID Construction Project and informed the Board that the Selden project is nearing completion. The building will be closed from July 16th through the 18th to install the new floors.

The Director also informed the Board that the paving contract from the May 16, 2018 board motion was awarded to Advanced Pavement Group at a cost of \$19,495.

CONSTRUCTION STIPENDS

A motion was made by Mr. Hctor, seconded by Mrs. Schott, to grant the following employees stipends in recognition of the additional duties created during the Selden Construction Project: John Miccoli a \$1,500 stipend, Thomas D'Amico a \$750 stipend, Ryan Gessner a \$1,000 stipend, Tracy LaStella a \$1,000 stipend and MaryAnne Ellinger a \$1,000 stipend.

Motion carried unanimously.

RETIREMENT INCENTIVE

A motion was made by Mr. Harrington, seconded by Mr. McMullin, to add the following to the full time section of the personnel policy:

RETIREMENT INCENTIVE

Any full-time employee having been in the employ of the Library ten (10) or more years, who submits to the Director a written statement of intention to retire under the New York State Employees' Retirement System shall be eligible for a special retirement allowance of \$2,000, provided 12 months notice of such intention to retire is given to the Director. Payment will be made in a lump-sum payment at the time of retirement.

Motion carried unanimously.

BUDGET TRANSFERS FY 2017-2018

A motion was made by Mr. Hctor, seconded by Mr. McMullin, to authorize the following budget transfers for the fiscal year 2017-2018.

ACCOUNT

DEBIT

CREDIT

L403 FURNITURE AND EQUIPMENT		200,000.00
L410 BOOKS		60,000.00
L411 MICROFORMS/CD ROMS/EBOOKS	40,000.00	
L412 AUDIO MATERIALS	8,000.00	
L413 SUBSCRIPTION SERVICES	30,000.00	
L415 VISUAL MATERIALS	120,000.00	
L418 REALIA		8,000.00
L428 TRAINING & CONFERENCE		10,000.00
L433 POSTAGE	10,000.00	
L437 PROFESSIONAL CONTRACT SERVICE	15,000.00	
L440 SNOW REMOVAL	5,000.00	
L452 REPAIRS TO BLDG & BLDG EQUIP		160,000.00
L460 ELECTRICITY	50,000.00	
L9040 WORKMENS COMPENSATION		500.00
L9056 LONG TERM CARE INSURANCE	500.00	
L14101 PROFESSIONAL	20,000.00	
L14201 CLERICAL	50,000.00	
L14251 COMPUTER TECHNICIAN	25,000.00	
L14301 PAGE	40,000.00	
L14401 CUSTODIAL/SECURITY	25,000.00	
TOTAL BUDGET TRANSFER AMOUNT	\$ 438,500.00	\$ 438,500.00

Motion carried unanimously.

RESERVE FOR CAPITAL FUND - FISCAL YEAR 2017/2018

A motion was made by Mrs. Schott, seconded by Mr. Harrington, to increase the Capital Project Fund (H fund) in the amount of \$700,000 to be funded by the L fund.

Motion carried unanimously.

ELECTRIC VEHICLE CHARGING STATIONS

A motion was made by Mr. McMullin, seconded by Mr. Harrington, to approve the purchase and installation of 3 electric vehicle charging stations, in collaboration with PSEG, purchased from Kelly & Hayes, at a cost of \$27,007. PSEG will refund 70% of the cost.

Motion carried unanimously.

NON-SOLICITATION POLICY

A motion was made by Mr. Harrington, seconded by Mr. Hoctor, to adopt the following Non-Solicitation Policy:

In the interests of preserving the Library's premises free from the intrusions and disruptions that may be caused by the solicitation of patrons, there is to be no utilization of the Library's premises for the soliciting of Library patrons for any commercial or non-

commercial purpose, including, but not limited to, the purchase of goods and services; sought contributions or memberships; or petition-signatures.

Motion carried unanimously.

PA SYSTEM FOR SELDEN

A motion was made by Mr. Harrington, seconded by Mrs. Schott, to accept the quote from Feel Secure Alarms, Inc to remove the old PA system in Selden and install a new PA system consisting of a new TOA 240 watt amplifier, TOA L-41 telephone module, 15 ceiling speakers, 11 pendant mounted hanging speakers, 3 beam mounted clamp speakers and 2 wall mounted speakers for a cost of \$19,750.

Motion carried unanimously.

SELDEN PARKING LOT IMPROVEMENTS

A motion was made by Mr. McMullin, seconded by Mrs. Schott, to approve the removal and replacement of the asphalt at the front parking lot up through the gate, in Selden, a cost not to exceed \$35,000. The Director will report to the Board the vendor and final cost at the next board meeting.

Motion carried unanimously.

ACRYLIC END PANELS AND SHELF UNITS – SELDEN BUILDING

A motion was made by Mr. Hctor, seconded by Mr. Harrington, to approve the purchase of end panels and shelf covers for the Selden building from Palmieri Furniture LTD. priced under New York State contract #20915-PC66317 in the amount of \$11,274.48, with installation by A. R. Kropp Company & Sons included.

Motion carried unanimously.

OBSOLETE EQUIPMENT DISPOSAL

A motion was made by Mr. McMullin, seconded by Mr. Harrington, to remove from inventory the following equipment that is obsolete or incompatible with existing Library computer equipment and to either discard the equipment or offer the equipment to Library staff and/or local community agencies.

Category	Tag	Model	Serial Number
Computer-Misc	001973	TRACCARD TERMINAL	
Computer-Misc	001974	TRACCARD TERMINAL	
Computer-Misc	001976	TRACCARD DISPENSER	
Computer-	04184	TRAC SYSTEMS CARD READER	

Misc			
Computer-Misc	05121	Privacy Screens	
Computer-Misc	05122	Privacy Screens	
Computer-Misc	05123	Privacy Screens	
Computer-Misc	05124	Privacy Screens	
Computer-Misc	05195	B-2 ISS1 Assistive Mouse Adapter	0050043
Computer-Misc	05196	B-2 ISS1 Assistive Mouse Adapter	00500??
Computer-Misc	05499	6255 Trac Card Reader-also in circ inventory	0526016
Computer-Misc	05596	8203 Trac Card Reader-also in circ inventory	839078
Computer-Misc	07320	8253 Trac Card Reader-also in circ inventory	0342055
Computer-Misc	07366	8206 Trac Card Reader-also in circ inventory	0222019
Computer-Misc	07367	6255 Trac Card Reader-also in circ inventory	0526015
Computer-Misc	07368	8203 Trac Card Reader-also in circ inventory	0221017
Computer-Misc	07565	8206 Trac Card Reader-also in circ inventory	924031
Computer-Misc	07566	6255 Trac Card Reader-also in circ inventory	0106005
Computer-Misc	07567	8253 Trac Card Reader-also in circ inventory	0542017
Copier	05293	COPIER CANON	1R630
CPU	07618	HP Compaq 8100 elite Convertible MiniTower	2UA0250N75
CPU	07643	HP Compaq 8100 elite Convertible MiniTower	2UA0250N6Q
CPU	07645	HP Compaq 8100 elite Convertible MiniTower	2UA0250N77
CPU	07646	HP Compaq 8100 elite Convertible MiniTower	2UA0250N71
CPU	07854	iMac 21.5inch	QP04104LDNM
CPU	07855	iMac 21.5inch	QP04104TDNM
CPU	07856	iMac 21.5inch	QP04104HDNM
CPU	07857	iMac 21.5inch	QP04104UDNM
CPU	07903	iMac 21.5inch	QP04317JDNM
CPU	07923	iMac 21.5inch	C02FGZ7ADHJF
CPU	07924	iMac 21.5inch	C02FGZN6DHJF
CPU	07925	iMac 21.5inch	C17FGB2PDHJF
CPU	008031	HP Compaq 6000 All-In-One	MXL1211XOJ
CPU	008032	HP Compaq 6000 All-In-One	MXL1211XOB
CPU	008033	HP Compaq 6000 All-In-One	MXL1211X16
CPU	008034	HP Compaq 6000 All-In-One	MXL1211XOD
CPU	008035	HP Compaq 6000 All-In-One	MXL1310D7W
CPU	008036	HP Compaq 6000 All-In-One	MXL1211XON
CPU	008037	HP Compaq 6000 All-In-One	MXL1211XOV
CPU	008038	HP Compaq 6000 All-In-One	MXL1211XOH
CPU	008039	HP Compaq 6000 All-In-One	MXL1211XOX
CPU	008040	HP Compaq 6000 All-In-One	MXL1211XOF

CPU	008041	HP Compaq 6000 All-In-One	MXL1211XOL
CPU	008042	HP Compaq 6000 All-In-One	MXL1211XOC
CPU	008043	HP Compaq 6000 All-In-One	MXL1211XO9
CPU	008044	HP Compaq 6000 All-In-One	MXL1211XOG
CPU	008045	HP Compaq 6000 All-In-One	MXL1211X10
CPU	008046	HP Compaq 6000 All-In-One	MXL1211XOW
CPU	008047	HP Compaq 6000 All-In-One	MXL1211XOM
CPU	008048	HP Compaq 6000 All-In-One	MXL1211XOR
CPU	008049	HP Compaq 6000 All-In-One	MXL1211X11
CPU	008050	HP Compaq 6000 All-In-One	MXL1211XOY
CPU	008051	HP Compaq 6000 All-In-One	MXL1211X15
CPU	008053	HP Compaq 6000 All-In-One	MXL1211XOQ
CPU	008055	HP Compaq 6000 All-In-One	MXL1211XOT
CPU	008056	HP Compaq 6000 All-In-One	MXL1211XOK
CPU	008057	HP Compaq 6000 All-In-One	MXL1211XOZ
CPU	008058	HP Compaq 6000 All-In-One	MXL1211X12
CPU	008060	HP Compaq 6000 All-In-One	MXL1211X14
CPU	008147	HP Compaq 8200 Elite All-In-One	MXL13821XQ
CPU	008148	HP Compaq 8200 Elite All-In-One	MXL13821XR
CPU	008149	HP Compaq 8200 Elite All-In-One	MXL13821XS
CPU	008167	HP Compaq 6005 Pro Small Form Factor	2UA1381SVQ
CPU	008168	HP Compaq 6005 Pro Small Form Factor	2UA1381SVR
CPU	008169	HP Compaq 6005 Pro Small Form Factor	2UA1381SVS
CPU	008170	HP Compaq 6005 Pro Small Form Factor	2UA1381SVT
CPU	008171	HP Compaq 6005 Pro Small Form Factor	2UA1381SVV
CPU	008172	HP Compaq 6005 Pro Small Form Factor	2UA1381SVW
CPU	008173	HP Compaq 6005 Pro Small Form Factor	2UA1381SVX
CPU	008184	HP Compaq 8200 Elite All-In-One	MXL142223Y
CPU	008185	HP Compaq 8200 Elite All-In-One	MXL142223Z
CPU	008363	HP Pro 3420 AIO	MXL2280JC9
CPU	008364	HP Pro 3420 AIO	MXL2280JC6
CPU	008365	HP Pro 3420 AIO	MXL2280JC5
CPU	008366	HP Pro 3420 AIO	MXL2280JCB
CPU	008367	HP Pro 3420 AIO	MXL2280JCK
CPU	008368	HP Pro 3420 AIO	MXL2280JCJ
CPU	008369	HP Pro 3420 AIO	MXL2280JC8
CPU	008370	HP Pro 3420 AIO	MXL2280JC7
CPU	008371	HP Pro 3420 AIO	MXL2280JCL
CPU	008372	HP Pro 3420 AIO	MXL2280JC4
CPU	008373	HP Pro 3420 AIO	MXL2280JCG
CPU	008374	HP Pro 3420 AIO	MXL2280JCH
CPU	008375	HP Pro 3420 AIO	MXL2280JCC

Laptop	06521	Dell Inspiron 1720	G3V8XG1
Laptop	06522	Dell Inspiron 1720	34V8XG1
Laptop	06523	Dell Inspiron 1720	F4V8XG1
Laptop	06524	Dell Inspiron 1720	H4V8XG1
Laptop	06525	Dell Inspiron 1720	54V8XG1
Laptop	06526	Dell Inspiron 1720	C4V8XG1
Laptop	06527	Dell Inspiron 1720	J4V8XG1
Laptop	06528	Dell Inspiron 1720	24V8XG1
Laptop	06529	Dell Inspiron 1720	74V8XG1
Laptop	06530	Dell Inspiron 1720	D4V8XG1
Laptop	07701	HP ProBook 4720S Notebook	2CE0260FQZ
Laptop	07710	HP ProBook 4720S Notebook	2CE0260FRQ
Laptop	07711	HP ProBook 4720S Notebook	2CE0260FRG
Laptop	07712	HP ProBook 4720S Notebook	2CE0260FRP
Laptop	07713	HP ProBook 4720S Notebook	2CE0260FQV
Laptop	07714	HP ProBook 4720S Notebook	2CE0260FR9
Laptop	07715	HP ProBook 4720S Notebook	2CE0260FR5
Laptop	07716	HP ProBook 4720S Notebook	2CE0260FR6
Laptop	07717	HP ProBook 4720S Notebook	2CE0260FR8
Laptop	07718	HP ProBook 4720S Notebook	2CE0260FR1
Laptop	07719	HP ProBook 4720S Notebook	2CE0260FRM
Laptop	07720	HP ProBook 4720S Notebook	2CE0260FRD
Laptop	07721	HP ProBook 4720S Notebook	2CE0260FR3
Laptop	07722	HP ProBook 4720S Notebook	2CE0260FRR
Laptop	07723	HP ProBook 4720S Notebook	2CE0260FRB
Laptop	07724	HP ProBook 4720S Notebook	2CE0260FR7
Laptop	07725	HP ProBook 4720S Notebook	2CE0260FQY
Laptop	07726	HP ProBook 4720S Notebook	2CE0260FQW
Laptop	07727	HP ProBook 4720S Notebook	2CE0260FR2
Laptop	07728	HP ProBook 4720S Notebook	2CE0260FRJ
Laptop	07729	HP ProBook 4720S Notebook	2CE0260FRL
Laptop	07730	HP ProBook 4720S Notebook	2CE0260FRH
Laptop	07739	HP EliteBook 2740P	2CE0410M43
Laptop	008322	HP UltraBook Folio 13	CND222RWT8
Monitor	04066	Dell 1703FPT	CN02Y315716183AGABTY
Monitor	05607	Dell 1707FP	CN0CC2807161862FAG64
Monitor	05679	Dell 1707FP	CN0CJ1677287269034AL
Monitor	05689	Dell 1707FP	CN0CC2807161865AAD5Z
Monitor	05893	Dell 1707FP	CN0CJ1677287269G18WL
Monitor	05947	Dell 1707FP	CN0CJ16772872690MFL
Monitor	05968	Dell 1707FP	CN0CJ1677287269G0MHL
Monitor	05970	Dell 1707FP	CN0CJ16772872690JCL
Monitor	05971	Dell 1707FP	CN0CJ1677287269034GL

Monitor	06021	Dell 1708FP	CN0KU7897161874AGA3E
Monitor	06023	Dell 1708FP	CN0KU7897161874AG6M
Monitor	06305	Dell 1707FP	CN0FP8164663377K13lu
Monitor	06486	Dell 1708FP	CN0KU7897161874AGG22
Monitor	06861	Dell 1708FP	CN0C552H728728854D3S
Monitor	06865	Dell 1708FP	CN0C552H728728854LHS
Monitor	07071	Dell 1708FP	CNOX876H728729321RUL
Monitor	07077	Dell 1708FP	CNOX876H728729322AKL
Monitor	07078	Dell 1708FP	CNOX876H728729320OEL
Monitor	07079	Dell 1708FP	CNOX876H7287293226GL
Monitor	07102	Dell 1708FP	CNOX876H72872932276L
Monitor	07105	Dell 1708FP	CNOX876H728729321RPL
Monitor	009069	HP Elite Display E221 21.5in Monitor (Damaged)	
Printer	001846	HP 4050n	USBC163339
Printer	001848	HP 4100n	USBGB10593
Printer	002389	Star TSP550 II	968490801765
Printer	002390	Star TSP550 II	968490801861
Printer	002460	Star TSP550 II	968490801759
Printer	002532	HP DJ 842C	HU03G1N0
Printer	03653	Star TSP700	100120400025
Printer	03654	Star TSP700	100110900533
Printer	04067	Star TSP800	080130500293
Printer	04161	HP 4600hdn	JPGMB46338
Printer	04168	Star TSP800	080130500074
Printer	04169	Star TSP800	080130400335
Printer	04170	Star TSP800	080130500073
Printer	04171	Star TSP800	080130500005
Printer	04172	Star TSP800	080130400333
Printer	04173	Star TSP800	
Printer	04174	Star TSP800	080130400036
Printer	04178	Star TSP800	080130500008
Printer	04180	Star TSP800	080130500007
Printer	04182	Star TSP500 II	080130500075
Printer	04185	Star TSP800	080130500076
Printer	04274	HP 4100n	
Printer	04275	HP 4100tn	USJNG33916
Printer	04277	HP 4100tn	
Printer	04332	Star TSP800	080140300311P
Printer	04333	Star TSP800	080140100190P
Printer	05014	HP DJ 995ck	MY3ALOB1WB
Printer	05120	Star TSP800	080140700325
Printer	05192	Star TSP800	080140700324P
Printer	05193	Star TSP800	080140700350P

Printer	05194	Star TSP800	080140700347P
Printer	05635	HP 3600n	CNTBD25628
Printer	05907	HP 3600n	CNWBB82266
Printer	05957	HP 3600n	CNWBB79740
Printer	06455	Dell 5110	0926898064
Printer	07309	Star TSP847 USB	080690200158
Printer	07310	Star TSP847 USB	080681200030
Printer	no #	Star TSP550 II	968490801784
Printer	no #####	HP 2430n	CNGKB82196
Printer	No #####	HP 4050n	USBC089178
Program	03740	VCR SONY	SLVN500
Program	07576	Amazon Kindle Wireless Reading Device 6" display	B063B0A20133472F
Program	07577	Amazon Kindle Wireless Reading Device 9.7 display	B005ADA2001211FB
Program	07579	Sony Digital Reader PRS600BC	148403361490979
Program	07580	Sony Digital Reader PRS900BCKIT	S01-1043953-B
Program	07692	Barnes & Noble Nook Wi-Fi 9781400532629	1002620028010068
Program	07693	Barnes & Noble Nook Wi-Fi 3G 97810400599998	1002460063620033
Program	07907	Barnes & Noble Nook Color	2004850153702007
Program	008420	ID3 Premium Stereo Speakers - H7487VC/A	ID3-A-A
Server	002089	Golden Valley Systems	014423217
Server	05812	SunServer Sunfire V245	0748KML0TD
Server	05813	Sun Dat 72	USE 737009J
Tablet	008360	Google Nexus 7 8GB Tablet	C60KBC101598
Tablet	grant	Nexus 7 Tablet 015d2ebe68200a12	C80KBC492100
Tablet	grant	Nexus 7 Tablet 015d2a50640ff805	C70KBC142691
Tablet	grant	Nexus 7 Tablet 015d2994ec3bf00e	C60KBC380663
Tablet	grant	Nexus 7 Tablet 015d2994ec0bf417	C70KBC022368
Tablet	grant	Nexus 7 Tablet 015d21d9394c280e	C60KBC383664
Tablet	grant	Nexus 7 Tablet 015d21d9394c260a	C60KBC384019
Tablet	grant	Nexus 7 Tablet 015d21d93948180a	C60KBC383997
Tablet	grant	Nexus 7 Tablet 015d21d939400610	C60KBC384031
Tablet	grant	Nexus 7 Tablet 015d21d91567f206	C60KBC384081
Tablet	grant	Nexus 7 Tablet 015d21d9154bf00c	C60KBC381461
Tablet	grant	Nexus 7 Tablet 015d21d9153c1e16	C60KBC384050
Tablet	grant	Nexus 7 Tablet 015d21d915381c0c	C60KBC383934
Tablet	grant	Nexus 7 Tablet 015d21d54d53f80b	C80KBC490759
Tablet	grant	Nexus 7 Tablet 015d21d5443c0a06	C60KBC384664
Tablet	grant	Nexus 7 Tablet 015d210a13180e07	C60KBC384080
Tablet	grant	Nexus 7 Tablet 015d2109cc33fe15	C70KBC250897
Tablet	grant	Nexus 7 Tablet 015d1884b760260e	C70KBC134171
Tablet	grant	Nexus 7 Tablet 015d1884b7340619	C70KBC134079
Tablet	grant	Nexus 7 Tablet 015d1884b1141415	C70KBC023653

Tablet	grant	Nexus 7 Tablet 015d18846937f605	C70KBC134073
Tablet	grant	Nexus 7 Tablet 015d18842117f60f	C60KBC384711
Tablet	grant	Nexus 7 Tablet 015d165c52081e07	C70KBC250622

Motion carried unanimously.

CONFERENCE AND TRAVEL

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

LIBRARY MARKETING AND COMMUNICATION CONFERENCE

Elizabeth Malafi, Deborah Hemepe and Nicole Rambo to attend the Library Marketing and Communication Conference in St. Louis, Missouri on November 14th and 15th, 2018 at a cost not to exceed \$5,800.

Motion carried unanimously.

APPROVAL OF PAYROLLS & WARRANTS

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

payrolls:

May 4, 2018	\$248,776.63
May 18, 2018	\$249,997.97

monthly warrant:

Warrant #11 dated May 18, & 23, 2018	\$ 15,419.30
Warrant #12 dated June 1, 15,& 30, 2018	\$538,062.25

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 May 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 7:10 p. m.