

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES  
of the  
MIDDLE COUNTRY PUBLIC LIBRARY  
July 18, 2018

The annual meeting of the Board of Trustees of the Middle Country Public Library was held on July 18, 2018 at the Centereach Building.

Attendance was as follows:

Mr. John C. Hoctor	-	President
Mr. Edward McMullin	-	Member
Mr. Ronald Harrington	-	Member
Mrs. Lisa Mitnick	-	Member

Staff:

Mrs. Sophia Serlis-McPhillips	-	Director
Ms. Kathleen Deerr	-	Assistant Director
Mr. Ryan Gessner	-	Assistant Director
Mrs. Tracy LaStella	-	Assistant Director
Mrs. Nancy Basile	-	Business Office Manager

CALL TO ORDER

The meeting was called to order at 6:30 p.m. by Mr. Hoctor.

ELECTION OF OFFICERS

Mrs. Serlis-McPhillips acted as teller for the election of officers.

PRESIDENT

A motion was made by Mrs. Mitnick, seconded by Mr. McMullin to nominate Mr. Hoctor for the office of President. There were no other nominations. A motion was made by Mrs. Mitnick, seconded by Mr. McMullin, that nominations be closed and that the teller be instructed to cast one vote for Mr. Hoctor. Mr. Hoctor was elected President of the Board of Trustees.

Motion carried unanimously.

VICE-PRESIDENT

A motion was made by Mrs. Mitnick, seconded by Mr. Hoctor, to nominate Mr. Harrington for the office of Vice-President. There were no other nominations. A motion

was made by Mrs. Mitnick, seconded by Mr. Hoctor, that nominations be closed, and that the teller be instructed to cast one vote for Mr. Harrington. Mr. Harrington was elected Vice-President of the Board of Trustees.

Motion carried unanimously.

#### APPROVAL OF MINUTES

A motion was made by Mr. Hoctor, seconded by Mr. McMullin, to approve the minutes of the board meeting held on June 20, 2018.

Motion carried unanimously.

#### REPORT OF THE DIRECTOR

The Director updated the Board on the progress of the Selden Construction Project and informed the Board that the Selden project is nearing completion. The building was closed from July 16<sup>th</sup> through the 18<sup>th</sup> to install the new floors, and will reopen on the 19<sup>th</sup>.

#### EXECUTIVE SESSION

A motion was made by Mrs. Mitnick, seconded by Mr. Harrington, that the Board move into executive session at 6:35 p.m. to discuss Section 75 proceedings.

Motion carried unanimously.

A motion was made by Mr. Harrington, seconded by Mrs. Mitnick, that the Board conclude executive session at 6:55 p.m.

#### CIVIL SERVICE SECTION 75 RESOLUTION

A resolution was offered by Mr. Hoctor, and seconded by Mrs. Mitnick, that

**WHEREAS**, Director Sophia Serlis-McPhillips has presented to the Board certain Charges and Specifications against a Security Guard and

**WHEREAS**, the Board of Trustees desires to provide the employee with the due process protections provided for under § 75 of the N.Y. Civil Service Law to consider all matters pertaining to the preferred Charges and Specifications and any stigmatizing effects such Charges and Specifications may incur;

#### **NOW, THEREFORE, IT IS HEREBY RESOLVED:**

that the preferred Charges and Specifications attached to the Notice of Hearing are to be served upon the respondent employee; that he is to be suspended without pay for a period of 30 days from the date of service and during the course of the hearing procedures; and that the Hon. Douglas Spencer, Esq. is appointed as Hearing Officer to consider and make "Findings of Fact and Recommendations" to the Board subsequent to the completion of the hearing.

Motion carried unanimously.

## ANNUAL MOTIONS

### DEPOSITORY

A motion was made by Mr. Harrington, seconded by Mrs. Mitnick, that the following banks be designated as depositories for library funds for the fiscal year, July 1, 2018 through June 30, 2019.

Primary Depositories  
BankUnited

Secondary Depositories  
Empire National Bank  
Gold Coast Bank

Motion carried unanimously.

### NEWSPAPERS

A motion was made by Mr. Hctor, seconded by Mr. McMullin, that the newspapers to be used for library public notices from July 1, 2018 through June 30, 2019 are the Brookhaven Review and the Times of Middle Country.

Motion carried unanimously.

### APPOINTMENTS

A motion was made by Mrs. Mitnick, seconded by Mr. Harrington, that the following appointments be approved for the fiscal year July 1, 2018 through June 30, 2019.

Attorney	- Kevin Seaman
Treasurer	- William Rothaar
External Auditor	- Nawrocki Smith, LLP
Claims Auditor	- Cristina Spinelli
Election Clerk	- Janet Ross
Records Management Officer	- MaryAnne Ellinger

Motion carried unanimously.

### APPROVED SIGNATORIES

A motion was made by Mrs. Mitnick, seconded by Mr. McMullin, that the President of the Board and the Director be authorized as approved signatories for the fiscal year July 1, 2018 through June 30, 2019.

Motion carried unanimously.

#### AUTHORIZED CHECK SIGNATORIES

A motion was made by Mr. McMullin, seconded by Mr. Harrington, to authorize John Hctor or Sophia Serlis-McPhillips to sign checks when the Treasurer is unavailable.

Motion carried unanimously.

#### INVESTMENT POLICY

A motion was made by Mr. Harrington, seconded by Mrs. Mitnick, that the Board approve the library's existing Investment Policy.

Motion carried unanimously.

#### TAX SHELTERED ANNUITY PRODUCTS

A motion was made by Mrs. Mitnick, seconded by Mr. Hctor, to approve the following tax sheltered annuity products for fiscal year July 1, 2018 through June 30, 2019:

The American Funds Group  
Oppenheimer Funds  
New York State Tax Deferred Compensation Plan

Motion carried unanimously.

#### MEAL REIMBURSEMENT

A motion was made by Mrs. Mitnick, seconded by Mr. Hctor, that reimbursement for meals for the fiscal year July 1, 2018 through June 30, 2019 are as follows:

Per meal: Breakfast - \$25  
Lunch - \$40  
Dinner - \$75

Motion carried unanimously.

#### CREDIT CARD - AUTHORIZED STAFF

A motion was made by Mr. McMullin, seconded by Mr. Harrington, that effective July 1, 2018 through June 30, 2019, the following positions are authorized for a Library issued credit card:

American Express

Director  
Assistant Directors

Bank of America Visa

Director  
Assistant Director for Family Place  
Assistant Director for Operations

Home Depot/Exxon Mobil

Facilities Manager  
Custodian II  
Custodian I

Motion carried unanimously.

EQUIPMENT USE – AUTHORIZED STAFF

A motion was made by Mrs. Mitnick, seconded by Mr. Hoctor, that for fiscal year July 1, 2018 through June 30, 2019, the following positions are authorized the use of Library equipment as listed below. Staff are required to reimburse the Library for personal use of the equipment.

Library Vehicle

Facilities Manager

Cellular Phones

Director  
Assistant Directors  
Librarian III for Computer and Technical Services  
Facilities Manager  
Custodian II  
Custodian I

Motion carried unanimously.

SOCIETY FOR HUMAN RESOURCE MANAGEMENT

A motion was made by Mr. McMullin, seconded by Mr. Harrington, to approve membership in the Society for Human Resource Management (SHRM) at a yearly cost of \$209 and to approve the addition of this membership to the Library's 2019/2020 budget.

Motion carried unanimously.

### LIBRARY ATTORNEY RETAINER

A motion was made by Mrs. Mitnick, seconded by Mr. McMullin, to approve the annual retainer of Kevin Seaman, the library's attorney, in the amount of \$18,500 for fiscal year 2018/2019.

Motion carried unanimously.

### PUBLIC RELATIONS SERVICES - SYNTAX COMMUNICATION

A motion was made by Mr. Hocter, seconded by Mr. Harrington, to approve a contract for \$11,000 with Syntax Communication for public relations services for fiscal year 2018/2019 and to approve an amount not to exceed \$10,000 for special projects for the same time period.

Motion carried unanimously.

### LIBRARY INSURANCE PROGRAM AND BROKER OF RECORD

A motion was made by Mr. McMullin, seconded by Mr. Harrington, to accept the quote of Utica Insurance, in the amount of \$195,719 submitted by the Joseph P. Price Agency, Inc., as the lowest quote for General Insurance, Umbrella, and Worker's Compensation for the 2018-2019 year, and Graphic Arts Mutual Insurance Company for the Business Auto Policy in the amount of \$7,943, and to appoint the Joseph P Price Insurance Agency, Inc. as the broker of record for insurance policies for the Middle Country Public Library.

Motion carried unanimously.

### CONFERENCE AND TRAVEL

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

#### FAMILY PLACE SITE VISITS

Kathleen Deerr for Family Place site visits to Bowie, Chico, Pottsboro and Dawson libraries, in Bowie, Chico, Pottsboro and Lamesa, Texas, August 20th through the 24th, 2018 at cost not to exceed \$4,000 to be funded by Family Place.

#### NYLA CONFERENCE

Kathleen Deerr and Kristen Todd-Wurm to attend and present a program at the NYLA conference in Rochester, NY from November 6th through the 10th, 2018 at a cost not to exceed \$3,750 to be funded by Family Place.

Motion carried unanimously.

## APPROVAL OF PAYROLLS AND WARRANTS

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

payrolls:

June 1, 2018	\$252,873.83
June 15, 2018	\$264,044.01
June 29, 2018	\$255,492.25

monthly warrant:

Warrant #12 dated June 29, & 30, 2018	\$585,872.05
Warrant #1 dated July 13 & 18, 2018	\$493,268.28

Motion carried unanimously.

## APPROVAL OF PERSONNEL REPORT

A motion was made by Mr. Harrington, seconded by Mr. McMullin, to approve the Report of Personnel Changes dated June 30, 2018.

Motion carried unanimously.

## ADJOURNMENT

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

Motion carried unanimously.

Meeting adjourned at 7:25 p.m.