

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

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

Attendance was as follows:

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

Staff:

Mrs. Sophia Serlis-McPhillips	-	Director
Mr. Ryan Gessner	-	Assistant Director
Mrs. Tracy LaStella	-	Assistant Director
Ms. MaryAnne Ellinger	-	Head of Business & Personnel

CALL TO ORDER

The meeting was called to order at 10:00 a.m. by Mr. Hoctor.

APPROVAL OF MINUTES

A motion was made by Mrs. Mitnick, seconded by Mr. Harrington, to approve the minutes of the board meeting held on October 17, 2018.

Motion carried unanimously.

CORRESPONDENCE

(Attached)

November 5, 2018-SCLS Director K. Verbese re: Trustee vote, SCLS 2019 operating budget, and SCLS Live-brary download cost for 2019.

EXECUTIVE SESSION

A motion was made by Mrs. Schott, seconded by Mr. McMullin, that the Board move into executive session at 10:05 a.m. to discuss salary scales and increments.

Motion carried unanimously.

A motion was made by Mr. McMullin, seconded by Mr. Harrington, that the Board conclude executive session at 10:20 a.m.

Motion carried unanimously.

### SALARY SCALE INCREASE 2019

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

A 3 % Cost of Living increase for the full time Professional and Non-Professional staff and part time professional staff, awarded on the employee's increment date or on January 1 for those employees off scale.

Pages will receive the 2019 minimum wage rate of \$12.00 per hour. There will be no incremental raises for 2019 with this change.

A \$1 increase to the part time non-professional and guard rates. All part time non-professional off scale and top of scale employees will receive a 3% Cost of Living increase. All increases become effective January 1, 2019.

Motion carried unanimously.

### PERSONNEL POLICY SHIFT DIFFERENTIAL REVISED

A motion was made by Mrs. Schott, seconded by Mr. Harrington, to revise the Shift Differential Policy of the Library to read as follows:

#### SHIFT DIFFERENTIAL

With the exception of the Director/Assistant Director, all professional and clerical staff will receive a shift differential of 15% when scheduled to work on Saturdays in public service. Clerical staff scheduled to work a notary shift will receive a time and half shift differential. Clerical staff scheduled to work as a passport acceptance agent will receive a time and a half shift differential.

Motion carried unanimously.

### PERSONNEL CHANGES –CUSTODIAL SERVICES

A motion was made by Mr. McMullin, seconded by Mrs. Mitnick, to award a 10% differential to Richard Kelly for additional custodial responsibilities effective November 11, 2018.

Motion carried unanimously.

SUFFOLK COOPERATIVE LIBRARY SYSTEM 2019 OPERATING BUDGET

A motion was made by Mrs. Mitnick, seconded by Mrs. Schott, to approve the 2018 Suffolk Cooperative Library System Operating Budget.

Motion carried unanimously.

SUFFOLK COUNTY SHARED SERVICES

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

**RESOLUTION AUTHORIZING THE MCPL LIBRARY BOARD OF TRUSTEES TO JOIN THE COUNTY-WIDE SHARED SERVICES INITIATIVE AND EXECUTE THE SUFFOLKSHARE INTERMUNICIPAL COOPERATION AGREEMENT**

**WHEREAS**, in accordance with the County-wide shared services property tax savings law adopted by New York State, representatives of the County, Towns, Villages and Districts within the County of Suffolk approved a plan for shared, coordinated and efficient services (the “Shared Services Plan”); and

**WHEREAS**, participating Towns, Villages and Districts within the County wish to create, in accordance with applicable New York Law, SuffolkShare, a cooperative organization to serve its members by pursuing options including, but not limited to operating and maintaining a regional procurement system, assisting its members in compliance with state bidding requirements, identifying qualified vendors of commodities, goods and services, facilitating the sharing of services and providing a platform to share information and facilitate discussions between members, all in an effort to realize potential economies, including administrative cost savings for SuffolkShare members; and

**WHEREAS**, Article 5-G of the General Municipal Law authorizes municipal entities to join together for the provision of municipal services for the performance among themselves or one for the other of their respective functions, powers and duties on a cooperative basis; now therefore be it

**RESOLVED**, that the LIBRARY, be and hereby is authorized to enter into all shared services activities and programs in the Suffolk County shared services initiative.

Motion carried unanimously.

APPROVAL OF PAYROLLS & WARRANTS

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

payroll:	
October 5, 2018	\$246,743.32
October 19, 2018	\$252,691.66

monthly warrant:

Warrant #4 dated October 19, 2018	\$ 9,866.40
Warrant #5 dated November 2, 16 & 20, 2018	\$ 1,176,847.00

Motion carried unanimously.

#### APPROVAL OF PERSONNEL REPORT

A motion was made by Mr. McMullin, seconded by Mrs. Schott, to approve the Report of Personnel Changes dated October 31, 2018.

Motion carried unanimously.

#### ADJOURNMENT

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

Motion carried unanimously.

Meeting adjourned at 10:40 a.m.