

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
of the
MIDDLE COUNTRY PUBLIC LIBRARY
October 17, 2018

The regular meeting of the Board of Trustees of the Middle Country Public Library was held on October 17, 2018 at the Centereach building.

Attendance was as follows:

Mr. John Hocter	-	President
Mr. Ronald Harrington	-	Vice-President
Mrs. Jacqueline Schott	-	Member
Mrs. Lisa Mitnick	-	Member
Mr. Ed McMullin	-	Member

Staff:

Mrs. Sophia Serlis-McPhillips	-	Director
Mrs. Tracy LaStella	-	Assistant Director
Mr. Ryan Gessner	-	Assistant Director
Ms. MaryAnne Ellinger	-	Head of Business and Personnel
Mrs. Nancy Basile	-	Business Office Manager

CALL TO ORDER

The meeting was called to order at 6:01 p.m. by Mr. Hocter.

AUDIT COMMITTEE MEETING

A motion was made by Mr. Hocter, seconded by Mrs. Schott, that the Board move into the audit committee meeting at 6:01 p.m.

Motion carried unanimously.

A motion was made by Mr. McMullin, seconded by Mr. Harrington, to move back into the regular Board meeting at 6:20 p.m.

Motion carried unanimously

APPROVAL OF MINUTES

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

Motion carried unanimously.

CORRESPONDENCE

(Attached)

September 24, 2018 Letter from Mr. Verbese re: Common Vote Date.

October 12, 2018- Letter from patron Mr. King re: another patron.

REPORT OF THE DIRECTOR

Mrs. Serlis-McPhillips updated the Board on the progress of the Selden Redesign Construction project. The final walkthrough with the architect will be on October 18, 2018. The project will be finalized after that meeting. The ribbon cutting ceremony will take place on November 15, 2018.

FINANCIAL AUDIT - FISCAL YEAR 2017/2018

A motion was made by Mr. Hoctor, seconded by Mr. McMullin, to accept the financial audit for fiscal year 2017/2018 prepared by the accounting firm of Nawrocki Smith, LLP.

Motion carried unanimously.

SELDEN EXTERIOR LANDSCAPING PHASE 2

A motion was made by Mrs. Mitnick, seconded by Mr. McMullin, to approve the expenditure of \$118,676 for the removal of asphalt, installation of 6" concrete subbase and setting of pavers for the Selden entryway and external book return by Laser Industries Inc., Suffolk County ADA contract 16/0148LPWI, to be funded by the Capital Fund (H).

Motion carried unanimously.

PATRON SERVICE TRAINING – TIM MCHEFFEY

A motion was made by Mrs. Schott, seconded by Mr. Harrington, to accept the proposal from Tim McHeffey to provide patron service training for part time staff consisting of three sessions October 22nd, 24th and 25th, 2018 at a cost of \$2,955.

Motion carried unanimously.

MARCH 2019 BOARD MEETING

A motion was made by Mrs. Mitnick, seconded by Mrs. Schott, that the March 2019 board meeting date be March 20, 2019 at 6:30 p.m. in accordance with the NYS Education law requiring budget hearings to be held no more than 14 days nor less than 7 days before the date of the annual meeting, budget vote and election which will be held on April 2, 2019.

Motion carried unanimously.

CONFERENCE AND TRAVEL

A motion was made by Mr. Hoctor, seconded by Mr. Harrington, to approve travel expenses for the following employee:

NYLA 2018 ANNUAL CONFERENCE

Nicole Rambo to replace Gilda Ramos at the NYLA Annual Conference in Rochester, NY from November 9th through the 10th, 2018 with Sal DiVincenzo presenting a seminar at a cost not to exceed \$900.

Motion carried unanimously.

FOUNDATION FUNDS ACCEPTANCE

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

TD Charitable Foundation	
Nature Explorium	\$ 4,500.00
Middle Country Library Foundation	
Family Place Long Island	\$ 8,000.00
Family Place National	\$17,000.00

Motion carried unanimously.

APPROVAL OF PAYROLLS & WARRANTS

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

payrolls:	
September 7, 2018	\$261,455.25
September 21, 2018	\$237,891.27

monthly warrant:	
Warrant #3 dated September 21, 2018	\$ 11,942.30
Warrant #4 dated October 5 & 17, 2018	\$837,499.31

Motion carried unanimously.

APPROVAL OF PERSONNEL REPORT

A motion was made by Mr. Hoctor, seconded by Mr. McMullin, to approve the Report of Personnel Changes, dated September 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 6:55 p.m.