

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
of the
MIDDLE COUNTRY PUBLIC LIBRARY
December 19, 2018

The regular meeting of the Board of Trustees of the Middle Country Public Library was held on December 19, 2018 at the Centereach building.

Attendance was as follows:

Mr. John Hoctor	-	President
Mr. Ronald Harrington	-	Member
Mr. Edward McMullin	-	Member
Mrs. Lisa Mitnick	-	Member
Mrs. Jacqueline Schott	-	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 10:00 a.m. by Mr. Hoctor.

APPROVAL OF MINUTES

A motion was made by Mrs. Mitnick, seconded by Mrs. Schott, to approve the minutes of the board meeting held November 21, 2018.

Motion carried unanimously.

LIBRARY VOTE AND TRUSTEE ELECTION 2019

A motion was made by Mrs. Schott, seconded by Mr. McMullin, that the annual election for library trustee and the library budget vote be held at the library in Centereach on Tuesday, April 2, 2019 between the hours of 9:30 a.m. and 9:00 p.m., and that registration for the library vote be held on Tuesday, March 26, 2019, between

the hours of 2:00 p.m. and 9:00 p.m.

Motion carried unanimously.

FINES ELIMINATION

A motion was made by Mr. Hctor, seconded by Mr. Harrington, to eliminate overdue fines on all library books and materials, excluding the following special collections; Library of things Educational and Technology, video games, games, and museum passes, effective January 1, 2019. The Library will continue to charge for damaged and lost materials.

Motion carried unanimously.

ELECTRONIC SECURITY SYSTEM

A motion was made by Mrs. Mitnick, seconded by Mr. McMullin, to approve the purchase of 6 additional Mini dome and IP Network Video Recorder security cameras, 8 readers, 5 electric door strikes, 5 sensors and mounts with licenses, system configuration, UPS backup, storage and installation, from Digital Provisions, Inc. NYS contract 20191-PT 66947 at a price of \$23,318.97, to complete the security system in the Centereach building.

Motion carried unanimously.

OBSOLETE EQUIPMENT DISPOSAL

A motion was made by Mr. McMullin, seconded by Mrs. Schott, to remove from inventory the following equipment that is obsolete or incompatible with existing Library computer equipment and to either discard the equipment or offer the equipment to Library staff and/or local community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
Phone	007353	Avaya - 2410
Phone	007371	Avaya - 2410
Phone	007372	Avaya - 2410
Phone	007373	Avaya - 2410
Phone	007374	Avaya - 2410
Phone	007375	Avaya - 2410
Phone	007376	Avaya - 2410
Phone	007377	Avaya - 2410

Phone	007378	Avaya - 2410
Phone	007379	Avaya - 2410
Phone	007380	Avaya - 2410
Phone	007381	Avaya - 2410
Phone	007382	Avaya - 2410
Phone	007383	Avaya - 2410
Phone	007384	Avaya - 2410
Phone	007385	Avaya - 2410
Phone	007386	Avaya - 2410
Phone	007387	Avaya - 2410
Phone	007388	Avaya - 2410
Phone	007389	Avaya - 2410
Phone	007390	Avaya - 2410
Phone	007391	Avaya - 2410
Phone	007392	Avaya - 2410
Phone	007393	Avaya - 2410
Phone	007394	Avaya - 2410
Phone	007395	Avaya - 2410
Phone	007396	Avaya - 2410
Phone	007397	Avaya - 2410
Phone	007398	Avaya - 2410
Phone	007399	Avaya - 2410
Phone	007400	Avaya - 2410
Phone	007401	Avaya - 2410
Phone	007402	Avaya - 2410
Phone	007403	Avaya - 2410
Phone	007404	Avaya - 2410
Phone	007405	Avaya - 2410
Phone	007406	Avaya - 2410
Phone	007407	Avaya - 2410
Phone	007408	Avaya - 2410
Phone	007409	Avaya - 2410
Phone	007410	Avaya - 2410
Phone	007411	Avaya - 2410
Phone	007412	Avaya - 2410
Phone	007413	Avaya - 2410
Phone	007414	Avaya - 2410
Phone	007415	Avaya - 2410
Phone	007416	Avaya - 2410
Phone	007417	Avaya - 2410
Phone	007418	Avaya - 2410

Phone	007419	Avaya - 2410
Phone	007420	Avaya - 2410
Phone	007421	Avaya - 2410
Phone	007422	Avaya - 2410
Phone	007423	Avaya - 2410
Phone	007424	Avaya - 2410
Phone	007425	Avaya - 2410
Phone	007426	Avaya - 2410
Phone	007427	Avaya - 2410
Phone	007428	Avaya - 2410
Phone	007429	Avaya - 2410
Phone	007430	Avaya - 2410
Phone	007431	Avaya - 2410
Phone	007432	Avaya - 2410
Phone	007433	Avaya - 2410
Phone	007434	Avaya - 2410
Phone	007435	Avaya - 2410
Phone	007436	Avaya - 2410
Phone	007437	Avaya - 2410
Phone	007438	Avaya - 2410
Phone	007439	Avaya - 2410
Phone	007440	Avaya - 2410
Phone	007441	Avaya - 2410
Phone	007442	Avaya - 2410
Phone	007443	Avaya - 2410
Phone	007444	Avaya - 2410
Phone	007445	Avaya - 2410
Phone	007446	Avaya - 2410
Phone	007447	Avaya - 2410
Phone	007448	Avaya - 2410
Phone	007449	Avaya - 2410
Phone	007450	Avaya - 2410
Phone	007451	Avaya - 2410
Phone	007452	Avaya - 2410
Phone	007453	Avaya - 2410
Phone	007454	Avaya - 2410
Phone	007455	Avaya - 2410
Phone	007456	Avaya - 2410
Phone	007457	Avaya - 2410
Phone	007458	Avaya - 2410
Phone	007459	Avaya - 2410

Phone	007460	Avaya - 2410
Phone	007477	Avaya - 2410
Phone	007478	Avaya - 2410
Phone	007480	Avaya - 2410
Phone	007481	Avaya - 2410
Phone	007482	Avaya - 2410
Phone	007483	Avaya - 2410
Phone	007484	Avaya - 2410
Phone	007485	Avaya - 2410
Phone	007486	Avaya - 2410
Phone	007487	Avaya - 2410
Phone	007488	Avaya - 2410
Phone	007489	Avaya - 2410
Phone	007490	Avaya - 2410
Phone	007499	Avaya - 2410
Phone	008249	Avaya - 2410
Phone	007324	Avaya - 2420 - Tel Set
Phone	007325	Avaya - 2420 - Tel Set
Phone	007326	Avaya - 2420 - Tel Set
Phone	007352	Avaya - 2420 - Tel Set
Phone	007762	Avaya - 2420 - Tel Set
Phone	007763	Avaya - 2420 - Tel Set
Phone	007931	Avaya - 3461 Wireless IP
Phone	007932	Avaya - 3461 Wireless IP
Phone	007933	Avaya - 3461 Wireless IP
Phone	007934	Avaya - 3461 Wireless IP
Phone	007935	Avaya - 3461 Wireless IP
Phone	007936	Avaya - 3461 Wireless IP
Phone	007937	Avaya - 3461 Wireless IP
Phone	007938	Avaya - 3461 Wireless IP
Phone	007939	Avaya - 3461 Wireless IP
Phone	007940	Avaya - 3461 Wireless IP
Phone	007461	Avaya - 4610 - IP
Phone	007462	Avaya - 4610 - IP
Phone	007463	Avaya - 4610 - IP
Phone	007464	Avaya - 4610 - IP
Phone	007465	Avaya - 4610 - IP
Phone	007466	Avaya - 4610 - IP
Phone	007467	Avaya - 4610 - IP
Phone	007468	Avaya - 4610 - IP
Phone	007469	Avaya - 4610 - IP

Phone	007470	Avaya - 4610 - IP
Phone	007909	Avaya - 4610 - IP
Phone	008295	Avaya - 9608 IP Phone
Phone	007351	Avaya Expansion
Phones	007303	Avaya G430 Media Gateway
Phones	007302	Avaya G450 MP20
Phones	007304	Avaya G450 MP20
Server	007305	Avaya S8500C

Category	Building	Tag	Model	Serial Number
CPU	Centereach	009126	Zbox Nano - AD12-PLUS-U	G12490000201
Laptop	Centereach	007859	HP ProBook 4720S Notebook	2CE0390RFS
Monitor	Centereach	008234	Samsung 400FPN-2 1080P 60Hz	MG40HCHB40026V
Monitor	Centereach	008555	Samsung 400UX-3 1080P 60Hz	Z36FHCJD100054Y
Printer	Selden	005363	HP 2430n	CNGKB54878
Printer	Centereach	005199	HP 4650n	JPKAC38563
Printer	Centereach	005200	HP 4600dtn	JPDKF41725
Printer	Centereach	005511	Nisca Photold	(old photoid)
Printer	Centereach	005960	HP 4250dtn	CNRXL44764
Printer	Centereach	006890	Okidata ML 420	AE8C014028C0
Printer	Selden	006896	HP LaserJet 3005n	CNG2R13292
Printer	Centereach	007317	HP LaserJet 4014n	CNDX329081
Printer	Centereach	007471	HP LaserJet CP2025n	CNGSC09132
Printer	Centereach	007473	HP LaserJet CP2025n	CNGSC09128
Printer	Centereach	009099	HP Officejet Pro 6830 eAIO	TH55B63145
Program	Centereach	008389	160 GB IPOD Classic Black Classic - MC297LL/A	8K227BDU9ZU
Server-Misc	Selden	006895	Alcatel Switch	(old wireless sys)
Server-Misc	Centereach	No tag	Alcatel Omni Stack 6224u	(old wireless sys)
Server-Misc	Centereach	No tag	Alcatel Omni Stack 6224	(old wireless sys)
Server-Misc	Centereach	No tag	Alcatel Omni Stack 6224	(old wireless sys)
Server-Misc	Centereach	No tag	Alcatel Omni Stack 6224	(old wireless sys)
Server-Misc	Selden	No tag	Alcatel Omni Stack 6224	(old wireless sys)
Tablet	Centereach	007695	Apple iPad	GB0293UEZ38
Tablet	Centereach	007697	Apple iPad	GB02921XZ38
Tablet	Centereach	007698	Apple iPad	GB0293VUZ38
Tablet	Centereach	007699	Apple iPad	GB0291KYZ38
Tablet	Centereach	007904	Apple iPad - replacement	B5039DYUZ38

Motion carried unanimously.
CONFERENCE AND TRAVEL

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

FAMILY PLACE SITE VISITS

Kathleen Deerr for Family Place Site visits to FM Buck, Llano, Cedar Park, and BF McDonald libraries in Brady, Llano, Cedar Park and Corpus Christi, Texas from January 7 through January 11, 2019 at cost not to exceed \$4,000 to be funded by Family Place.

Motion carried unanimously.

FOUNDATION FUNDS ACCEPTANCE

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

The Allstate Foundation	
211	\$ 1,000.00
Island Idol	\$ 1,000.00
Teen Services	\$11,500.00

Motion carried unanimously.

APPROVAL OF PAYROLLS & WARRANTS

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

payrolls:

November 2, 2018	\$247,223.40
November 16, 2018	\$248,768.18
November 30, 2018	\$239,860.59

monthly warrant:

Warrant #5 dated November 30, 2018	\$ 17,198.54
Warrant #6 dated December 14, & 19, 2018	\$ 275,830.76

Motion carried unanimously.

APPROVAL OF PERSONNEL REPORT

A motion was made by Mrs. Mitnick, seconded by Mrs. Schott, to approve the Report of Personnel Changes, dated November 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 10:20 a.m.