

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
of the
MIDDLE COUNTRY PUBLIC LIBRARY
February 20, 2019

The regular meeting of the Board of Trustees of the Middle Country Public Library was held on February 20, 2019 at the Centereach building.

Attendance was as follows:

Mr. John Hocter	-	President
Mr. Ronald Harrington	-	Vice-President
Mr. Edward McMullin	-	Member

Staff:

Mrs. Sophia Serlis-McPhillips	-	Director
Ms. Kathleen Deerr	-	Assistant Director
Mr. Ryan Gessner	-	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 10:02 a.m. by Mr. Hocter.

APPROVAL OF MINUTES

A motion was made by Mr. Hocter, seconded by Mr. McMullin, to approve the minutes of the board meeting held January 16, 2019.

Motion carried unanimously.

EXECUTIVE SESSION

A motion was made by Mr. Hocter, seconded by Mr. Harrington, that the Board move into executive session at 10:03 a.m. for review of the Director's evaluation.

Motion carried unanimously.

A motion was made by Mr. McMullin, seconded by Mr. Harrington that the Board conclude executive session at 10:35 a.m.

Motion carried unanimously.

The Board accepted the Director's evaluation.

2019/2020 LIBRARY APPROPRIATION

A motion was made by Mr. Harrington, seconded by Mr. McMullin, that the library appropriation for the fiscal year 2019/2020 be \$15,154,502.

Motion carried unanimously.

MARCH BOARD MEETING AGENDA

A motion was made by Mr. Hoctor, seconded by Mr. McMullin, that the agenda for the March 20, 2019 board meeting be changed as follows:

Call to Order
Approval of Minutes
Correspondence
Questions and Petitions from the Qualified Public on issues not related to the budget.
Report of the Director
Approval of Bills
Approval of Personnel Changes
Old Business
New Business
Budget Information Meeting (7:00 P.M.)
Adjournment

Motion carried unanimously.

ARCHITECTURAL DESIGN SERVICES – PHASE 1

A motion was made by Mr. McMullin, seconded by Mr. Harrington, to approve the proposal from J R KELLER LLC for professional services in the design, procurement of furniture items and project management for the Miller Business Center and the Selden Meeting room at a cost not to exceed \$8,900.

Motion carried unanimously.

ARCHITECTURAL DESIGN SERVICES CENTEREACH PHASE TWO

A motion was made by Mr. Hoctor, seconded by Mr. Harrington, to approve the proposal from Bermello, Ajamil & Partners, Inc. for professional services to create a program and concept design for the reimaging of the central space between Circulation and the Adult floor at a cost of \$27,000.

Motion carried unanimously.

DUCTWORK REPAIR

A motion was made by Mr. McMullin, seconded by Mr. Harrington, to accept the proposal from Cunningham Duct Cleaning Inc. to remove approximately 91 sections of 4" x 4" Acoustical Lining from Acoustical Clouds located on the Upper Level Book Stack area and replace with new sections of Acoustical Lining on top of Acoustical Clouds, BOCES contract 2019-019-1025 at a cost of \$17,120.

Motion carried unanimously.

3D PRINTING POLICY

A motion was made by Mr. Harrington, seconded by Mr. McMullin, to revise the 3D Printing Policy to read as follows:

In the interest of offering the community access to new and emerging technologies, the Middle Country Public Library will provide 3D printing as a staff mediated service.

Patrons wishing to have a project printed on the library's 3D printer must submit their request using a form on the library's web page. Library staff shall review the request to ensure that it does not violate the restrictions set forth below, and that the library's printer is capable of printing the supplied design.

No project shall be printed that library staff determine is:

- Prohibited by local, state, or federal law.
- Unsafe, harmful, dangerous, or posing a threat to others.
- Obscene or otherwise inappropriate for the library environment.
- In violation of intellectual property rights.

In addition to the above restriction, the library reserves the right to refuse any 3D print request.

Pricing is set as per the table on the following page. Refunds will not be permitted.

Patrons will be notified when their print job has finished and the project is ready to be picked up. Projects should be picked up within 7 days of receiving this notification; any project not picked up within 14 days will be discarded, and the cost will be recorded as a fine on the patron's library record.

Printer	Supported Formats	Build Volume	Standard Cost	Technology
Prusa i3 MK3	.stl, .obj, .prusa	25 L x 21 W x 21 H cm (9.84 L x 8.3 W x 8.3 H in)	<p>\$0.05/g of filament (PLA or PETG)</p> <p>\$0.10/g of filament (certain PLA colors)</p> <p>\$0.15/g of specialty filament (metal and wood fills – coming soon!)</p>	<p>Fused Deposition Modeling</p> <p>Fill: Mostly hollow (80-90%)</p> <p>Layer Height: .15-.20mm</p>
Ultimaker 3 Extended	.stl, .obj, .gcode	21.5 L x 21.5 W x 30 H cm (8.46 L x 8.46 W x 11.8 H in)	<p>\$0.10/g of standard filament</p> <p>\$0.15/g of Nylon filament</p> <p>\$0.10/g of breakway support</p> <p>\$0.15/g of dissolvable support</p>	<p>Fused Deposition Modeling</p> <p>Fill: Mostly hollow (80-90%)</p> <p>Layer Height: .06-.20mm</p>
Formlabs Form2 SLA	.stl, .obj, .form	14.5 L x 14.5 W x 17.5 H cm (5.7 L x 5.7 W x 6.9 H in)	<p>\$0.30/ml of standard resin</p> <p>\$0.40/ml of tough resin</p> <p>\$0.50/ml of flexible resin</p>	<p>Stereolithography</p> <p>Fill: Solid</p> <p>Layer Height: .025-.15mm</p>

Motion carried unanimously.

CONFERENCE AND TRAVEL

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

ADVOCACY DAY

Lori Abbatepaolo, Deborah Hempe, Kristine Tanzi and Kristen Todd-Wurm to attend Advocacy Day in Albany, New York on February 27th, 2019 at a cost not to exceed \$600.

FAMILY PLACE SITE VISITS

Tracy LaStella and Deborah Hempe for Family Place Site Visits to Community Library of Shenango Valley in Sharon, Pennsylvania, Adams Memorial Library in Latrobe, Pennsylvania and Carnegie Library in Pittsburgh, Pennsylvania from March 13th through March 15th, 2019 at cost not to exceed \$2,700 to be funded by Family Place.

LAUNDRY CARES SUMMIT

Kristen Todd-Wurm and Jessica Servello to present at the Laundry Cares Summit in Chicago, Illinois from March 18th through March 20th, 2019 at a cost not to exceed \$2,800 to be funded by Family Place.

COMPUTERS IN LIBRARIES 2019

Stephanie Vecchio and Dennis Moran to attend the Computers in Libraries 2019 Conference in Arlington, Virginia from March 25th through March 28th, 2019 at a cost not to exceed \$5,800.

NYLA YSS SPRING CONFERENCE

Elizabeth Allen to attend the NYLA YSS Spring Conference from April 25th through April 26th, 2019 in Tarrytown, New York at a cost not to exceed \$550.

Motion carried unanimously.

FOUNDATION FUNDS ACCEPTANCE

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

Pamela & Richard Rubenstein Foundation	
Family Place L.I.	\$1,800.00

Motion carried unanimously.

APPROVAL OF PAYROLLS & WARRANTS

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

payrolls:	
January 11, 2019	\$238,539.57
January 25, 2019	\$306,601.76

monthly warrant:

Warrant #7 dated January 25, 2019	\$ 20,765.00
Warrant #8 dated February 8 & 20,2019	\$852,937.59

Motion carried unanimously.

APPROVAL OF PERSONNEL REPORT

A motion was made by Mr. Hctor, seconded by Mr. Harrington, to approve the Report of Personnel Changes, dated January 31, 2019.

Motion carried unanimously.

ADJOURNMENT

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

Motion carried unanimously.

Meeting adjourned at 11:00 a.m.