

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
of the
MIDDLE COUNTRY PUBLIC LIBRARY
May 15, 2019

The regular meeting of the Board of Trustees of the Middle Country Public Library was held on May 15, 2019 at the Centereach building.

Attendance was as follows:

Mr. John Hocter	-	President
Mr. Edward McMullin	-	Member
Mr. Ronald Harrington	-	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 6:35 p.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 on April 17, 2019.

Motion carried unanimously.

REPORT OF THE DIRECTOR

The Director informed the Board of the plans for the Adult Services Redesign project.

USED LIBRARY EQUIPMENT PURCHASE

A motion was made by Mr. Harrington, seconded by Mr. McMullin, to approve the purchase of a Microsoft Surface Pro 3 (estimated value \$50), and accessories (estimated value \$30) and an Apple iPhone 8 (estimated value \$50) by the Assistant Director upon her retirement for a total purchase price of \$130 with said items removed from inventory.

Motion carried unanimously.

INTERNAL CLAIMS AUDITOR APPOINTMENT

A motion was made by Mr. Hocter, seconded by Mr. McMullin, that Frank Verdone be appointed as Internal Claims Auditor for the Library effective June 1st, 2019 at an hourly fee of \$75.

Motion carried unanimously.

CUSTODIAL WORKER I POSITION

A motion was made by Mr. Harrington, seconded by Mr. McMullin, to establish a permanent full-time Custodial Worker I position to be paid on Non-Professional Scale, Pay Grade 3, and to appoint Kevin Radkowski to the position of Custodial Worker I to be paid on Non-Professional Pay Grade 3, Step 1.

Motion carried unanimously.

FREEDOM OF INFORMATION POLICY

A motion was made by Mr. McMullin, seconded by Mr. Hocter, to revise the Freedom of Information Policy be revised as follows.

Freedom of Information Law (FOIL) Requests

The Middle Country Public Library responds to written requests for information under the Freedom of Information Law (FOIL). The Records Management Officer is designated as the Records Access Officer.

Requests to inspect records must be submitted to the Records Access Officer by completion of a Freedom Information Law (FOIL) form. Please include the following information in your request:

1. Name, address and daytime phone number, in case the Records Access Officer has any questions regarding your request.
2. Specifically describe the record(s) you are requesting, including as much of the following as possible: document title, date or approximate date range and other information that will enable the Records Access Officer to identify the requested record (s).

Requests can be submitted:

By Mail: Records Access Officer
Middle Country Public Library
101 Eastwood Blvd.
Centereach, NY 11720

By Fax: 631-585-6636

By Email: FOIL@mcplibrary.org

Records made available pursuant to FOIL will be available for review, upon appointment, weekdays between 9:30am-4:30pm at the Middle Country Public Library, 101 Eastwood Blvd., Centereach, NY 11720.

The Records Access Officer will respond to the request for records within five business days of the request. The response will indicate whether the record request is:

- a. Approved
- b. Unavailable because records are not maintained by the library, or cannot be located;
- c. Denied (reason must be specified); or
- d. Delayed (reason must be specified)

The fees for copying records shall be:

1. \$.25 cents per page (for letter and legal-size pages)
2. For larger sizes, actual costs of reproduction
3. Postage costs if copies are not picked up

For more information about the Freedom of Information Law, visit the Committee on Open Government at: <http://www.dos.ny.gov/coog/>

You have the right to appeal a denial of this application in writing to: Library Director, Middle Country Public Library, 101 Eastwood Blvd., Centereach, NY 11720 within 30 days of the denial.

Motion carried unanimously.

CONFERENCE AND TRAVEL

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

TEXAS STATE LIBRARY CONFERENCE

Amended for an additional day-Kathleen Deerr and Kristen Todd-Wurm to attend the Texas State Library Conference in Austin, Texas from April 15th through the 18th, 2019 at a cost not to exceed \$3,200 to be funded by Family Place.

YOUNG ADULT LIBRARY SERVICES SYMPOSIUM

Kristine Tanzi, Nicole Rambo and Elizabeth Allen to attend and to present a zine workshop session at the Young Adult Library Services Symposium from November 1st, 2019 through November 3rd, 2019 in Memphis, Tennessee at a cost not to exceed \$3,850.

FAMILY PLACE NETWORKING AT ALA CONFERENCE

Tracy LaStella and Amanda Pendzick to attend the ALA Conference Family Place Networking event on Saturday June 22, 2019 in Washington, DC at a cost not to exceed \$1,700 to be funded by Family Place.

Motion carried unanimously.

FOUNDATION FUNDS ACCEPTANCE

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

The Huntington Arts Council	
Community Mosaic Project	\$ 3,000.00
Middle Country Library Foundation	
Community Mosaic Project	\$ 1,000.00
Adult Literacy Center	\$ 1,000.00
MCPL Family Center	\$ 2,000.00
Museum Corner	\$ 2,000.00
Miller Business Center	\$ 2,000.00
Nature Explorium	\$ 2,000.00
Parent Child Home Program	\$ 3,000.00
211 Long Island	\$14,000.00

Motion carried unanimously.

APPROVAL OF PAYROLLS & WARRANTS

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

payrolls:	
April 5, 2019	\$256,374.45
April 19, 2019	\$257,250.20
monthly warrant:	
Warrant #10 dated April 19, 2019	\$ 25,571.68
Warrant #11 dated May 3 & 15, 2019	\$396,778.09

Motion carried unanimously.

APPROVAL OF PERSONNEL REPORT

A motion was made by Mr. Hocter, seconded by Mr. McMullin, to approve the Report of Personnel Changes, dated April 30, 2019.

Motion carried unanimously.

ADJOURNMENT

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

Motion carried unanimously.

Meeting adjourned at 7:00 p. m.