

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
of the
MIDDLE COUNTRY PUBLIC LIBRARY
June 19, 2019

The regular meeting of the Board of Trustees of the Middle Country Public Library was held on June 19, 2019 at the Centereach building.

Attendance was as follows:

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

Staff:

Mrs. Sophia Serlis-McPhillips	-	Director
Mrs. Tracy LaStella	-	Assistant Director
Mr. Ryan Gessner	-	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 6:30 p.m. by Mr. Hocter

APPROVAL OF MINUTES

A motion was made by Mr. McMullin, seconded by Mr. Harrington, to approve the minutes of the board meeting held on May 15, 2019.

Motion carried unanimously.

REPORT OF THE DIRECTOR

The Director updated the Board on the preliminary plans for the Adult Services Renovation Project.

SELDEN CHIMNEY

A motion was made by Mr. Hocter, seconded by Mrs. Mitnick, to accept the proposal from Cunningham Duct Cleaning Inc. to remove the Selden boiler chimney

stack and install a new 50 foot chimney stack with all required accessories, Suffolk County DPW contract BBC-101515, at a cost of \$15,220.

Motion carried unanimously.

CENTEREACH LIGHT FIXTURE UPGRADE

A motion was made by Mr. McMullin, seconded by Mr. Harrington, to accept the proposal from Wesco Distribution, Inc. for the replacement of light fixtures to LED fixtures in the upper and lower stacks, National IPA contract R142106, at a cost of \$21,277.80 with a rebate from PSEG of \$20,000.

Motion carried unanimously.

MILLER BUSINESS CENTER OFFICE PARTITIONS AND FURNITURE

A motion was made by Mr. McMullin, seconded by Mrs. Schott, to accept the quote from Officeworx to provide partitions and furniture for the Miller Business Center office space, NYS contract 23109 PC-68429, at a cost of \$15,043.52.

Motion carried unanimously.

BACKUP STORAGE SERVERS

A motion was made by Mrs. Mitnick, seconded by Mr. Harrington, to approve the purchase of 2 storage servers for storage and archival of our server backups (one at each building) for disaster recovery and failover in accordance with the Library's Emergency Preparedness Plan, from Dell EMC from NCPA the National Cooperative Purchasing Alliance contract 01-42 Region 14 and additional Dell discounts at a cost of \$19,998.

Motion carried unanimously.

SELDEN PARKING IMPROVEMENTS – LANDTEK GROUP, INC.

A motion was made by Mr. Hctor, seconded by Mrs. Schott, to accept the proposal from Landtek Group, Inc. in the amount of \$60,430, Town of Huntington contract ES2018-01/0-E for resurfacing, sealing and striping the employee parking lot in Selden.

Motion carried unanimously.

SELDEN FLOORING LARGE MEETING ROOM

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

removal of old carpet, floor preparation and installation of vinyl tile for the large meeting room in the Selden building from Milburn Flooring Mills, NYS contract PC67778, at a cost of \$16,266.20.

Motion carried unanimously.

BUDGET TRANSFERS FY 2018-2019

A motion was made by Mr. Hctor, seconded by Mrs. Mitnick, to authorize the following budget transfers for the fiscal year 2018-2019.

ACCOUNT	INCREASE	DECREASE
L410 BOOKS	16,000.00	
L411 MICROFORMS/CD ROMS/EBOOKS	10,000.00	
L415 VISUAL MATERIALS		26,000.00
L418 REALIA	5,000.00	
L421 CUSTODIAL SERVICES		5,000.00
L434 PUBLICITY & PRINTING	20,000.00	
L437 PROFESSIONAL CONTRACT SERVICE	25,000.00	
L440 SNOW REMOVAL		10,000.00
L442 PROGRAMS	15,000.00	
L452 REPAIRS TO BLDG & BLDG EQUIP	150,000.00	
L463 COMPUTER SOFTWARE & SERVICES	5,000.00	
L9030 SOCIAL SECURITY		5,000.00
L9045 LIFE INSURANCE	1,000.00	
L9050 UNEMPLOYMENT INSURANCE	2,000.00	
L9055 DISABILITY INSURANCE	1,000.00	
L9060 HEALTH & DENTAL INS		55,000.00
L14101 PROFESSIONAL		100,000.00
L1420.1 CLERICAL		25,000.00
L1425.1 COMPUTER TECHNICIAN		5,000.00
L1430.1 PAGE		14,000.00
L1440.1 CUSTODIAL/SECURITY		5,000.00
Total Budget Transfer Amount	\$250,000.00	250,000.00

Motion carried unanimously.

ARCHITECTURAL DESIGN SERVICES – GREAT ROOM CAFE

A motion was made by Mrs. Schott, seconded by Mrs. Mitnick, to approve the proposal from J R KELLER LLC for professional services in the design and updates for the Great Room Café at a cost of \$9,800.

Motion carried unanimously.

RESERVE FOR CAPITAL FUND - FISCAL YEAR 2018/2019

A motion was made by Mr. McMullin, seconded by Mr. Harrington, to increase the Capital Project Fund (H fund) in the amount of \$700,000 to be funded by the L fund.

Motion carried unanimously.

OBSOLETE EQUIPMENT DISPOSAL

A motion was made by Mr. Hctor, seconded by Mr. McMullin, 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	Serial Number
UPS	007735	APC Back-UPS Pro 1300	3B1024x60771
UPS	007736	APC Back-UPS Pro 1300	3B1024x60721
UPS	007737	APC Back-UPS Pro 1300	3B1024x60142
UPS	007738	APC Back-UPS Pro 1300	3B1024x13162
UPS	007306	APC SmartUPS 2200VA RM2U 120V	JS0909010268
UPS	007308	APC SmartUPS 2200VA RM2U 120V	JS0909010338
UPS	007113	APC SmartUPS 2200VA RM2U	JS0845013755
UPS	007121	APC SmartUPS 2200VA RM2U	JS0920006936
UPS	003682	APC UPS 1500	
Tablet	008143	Apple iPad2	DMRG90X6DFHW
Tablet	008144	Apple iPad2	DMRGCMRXDFHW
Tablet	008145	Apple iPad2	DMQGCWUDFHW
Tablet	008146	Apple iPad2	DMQGC DKPDFHW
Phone	008563	Apple iPhone 5S	C38MH0JBFNJJ
Phone	009045	Apple iPhone 6 - 16GB	FFMQ21S9G5MC
Phone	008564	Apple iPhone 6 - 16GB Silver	F73NNATQG5MD
Camera	006457	Canon PowerShot A590 IS Digital Camera	7022306907
Camera	006458	Canon PowerShot A590 IS Digital Camera	7022306908
Camera	006459	Canon PowerShot A590 IS Digital	7022306909

		Camera	
Printer	005463	Epson Stylus Pro 9800 (Poster Printer)	C59001UCM
Phone	009897	Google Pixel XL 32GB	HT68C0201457
Server	008312	HP Proliant ML350P Gen 8 Server	USE2204A1K
Server	007574	HP Proliant ML370	USE026N26F
Phone	008142	Motorola Titanium Android Smartphone	MSN: 364VMNKBQQ
Camera	004552	Olympus C-740 Ultra Zoom 3 MP Digital Camera	255977053
Camera	004553	Olympus C-740 Ultra Zoom 3 MP Digital Camera	255977057
Camera	004554	Olympus C-740 Ultra Zoom 3 MP Digital Camera	255977054
Camera	004555	Olympus C-740 Ultra Zoom 3 MP Digital Camera	255969754
AV	009310	Onkyo TX-NR636 Ampli-tuner	1159DC5463600453C
Phone	008565	Samsung Galaxy S5	IMEI 990004511794707
Phone	008378	Samsung Galaxy SIII Phone Verizon	IMEI 990001162140305
Computer-Misc	No tag	Sharp PG-F310X DLP Projector	G6634621
Computer-Misc	006456	Sharp PG-F310X Projector	801913179
Computer-Misc	No tag	Sharp PGM-B60X Projector	718459
Computer-Misc	No tag	Sharp PG-MB60X Projector	502914230
Computer-Misc	No tag	Sharp PGM-B66X DLP Projector	G6441323
Computer-Misc	006452	Sharp PG-MB66x Projector	708913913

Motion carried unanimously.

CONFERENCE AND TRAVEL

A motion was made by Mrs. Schott, seconded by Mrs. Mitnick, to approve travel expenses for the following employees:

FAMILY PLACE SITE VISITS - PENNSYLVANIA

Tracy LaStella and Deborah Hempte for Family Place site visits to Beechview, Main, South Side and West End branches of the Carnegie Library of Pittsburgh, Pennsylvania, August 7th through the 9th, 2019 at cost not to exceed \$3,350 to be funded by Family Place.

LOAD PROFILE TRAINING-MASSACHUSETTS

Deborah Antolini to attend the Innovative Workshop Load Profile Training in Cape Cod, Massachusetts, October 1st through the 3rd, 2019 at a cost not to exceed \$3,500.

Motion carried unanimously.

APPROVAL OF PAYROLLS & WARRANTS

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

payrolls:	
May 3, 2019	\$253,044.43
May 17, 2019	\$262,131.70
May 31, 2019	\$261,882.68

monthly warrant:	
Warrant #11 dated May 17 & 31, 2019	\$ 26,889.10
Warrant #12 dated June 14 & 19, 2019	\$543,590.92

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 May 31, 2019.

Motion carried unanimously.

ADJOURNMENT

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

Motion carried unanimously.

Meeting adjourned at 7:13 p. m.