

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
of the
MIDDLE COUNTRY PUBLIC LIBRARY
July 17, 2019

The annual meeting of the Board of Trustees of the Middle Country Public Library was held on July 17, 2019 at the Centereach Building.

Attendance was as follows:

Mr. John C. Hoctor	-	President
Mr. Edward McMullin	-	Vice-President
Mr. Ronald Harrington	-	Member

Staff:

Mrs. Sophia Serlis-McPhillips	-	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 6:30 p.m. by Mr. Hoctor.

ELECTION OF OFFICERS

Mrs. Serlis-McPhillips acted as teller for the election of officers.

VICE-PRESIDENT

A motion was made by Mr. Harrington, seconded by Mr. Hoctor, to nominate Mr. McMullin for the office of Vice-President. There were no other nominations. A motion was made by Mr. Harrington, seconded by Mr. Hoctor, that nominations be closed, and that the teller be instructed to cast one vote for Mr. McMullin. Mr. McMullin was elected Vice-President of the Board of Trustees.

Motion carried unanimously.

APPROVAL OF MINUTES

A motion was made by Mr. Hocter, seconded by Mr. Harrington, to approve the minutes of the board meeting held on June 19, 2019.

Motion carried unanimously.

ANNUAL MOTIONS

DEPOSITORY

A motion was made by Mr. McMullin, seconded by Mr. Harrington, that the following banks be designated as depositories for library funds for the fiscal year, July 1, 2019 through June 30, 2020.

Primary Depositories
BankUnited

Secondary Depositories
Empire National Bank
Gold Coast Bank

Motion carried unanimously.

NEWSPAPERS

A motion was made by Mr. Hocter, seconded by Mr. Harrington, that the newspapers to be used for library public notices from July 1, 2019 through June 30, 2020 are the Brookhaven Review and the Times of Middle Country.

Motion carried unanimously.

APPOINTMENTS

A motion was made by Mr. Hocter, seconded by Mr. McMullin, that the following appointments be approved for the fiscal year July 1, 2019 through June 30, 2020.

Attorney	- Kevin Seaman
Treasurer	- William Rothaar
External Auditor	- Nawrocki Smith, LLP
Claims Auditor	- Frank Verdone
Election Clerk	- Janet Ross
Records Management Officer	- MaryAnne Ellinger

Motion carried unanimously.

APPROVED SIGNATORIES

A motion was made by Mr. Harrington, seconded by Mr. Hoctor, that the President of the Board and the Director be authorized as approved signatories for the fiscal year July 1, 2019 through June 30, 2020.

Motion carried unanimously.

AUTHORIZED CHECK SIGNATORIES

A motion was made by Mr. Harrington, seconded by Mr. Hoctor, to authorize John Hoctor or Sophia Serlis-McPhillips to sign checks when the Treasurer is unavailable.

Motion carried unanimously.

INVESTMENT POLICY

A motion was made by Mr. McMullin, seconded by Mr. Harrington, that the Board approve the library's existing Investment Policy.

Motion carried unanimously.

TAX SHELTERED ANNUITY PRODUCTS

A motion was made by Mr. Hoctor, seconded by Mr. Harrington, to approve the following tax sheltered annuity products for fiscal year July 1, 2019 through June 30, 2020:

The American Funds Group
Oppenheimer Funds
New York State Tax Deferred Compensation Plan

Motion carried unanimously.

MEAL REIMBURSEMENT

A motion was made by Mr. McMullin, seconded by Mr. Hoctor, that reimbursement for meals for the fiscal year July 1, 2019 through June 30, 2020 are as follows:

Per meal: Breakfast - \$25
Lunch - \$40
Dinner - \$75

Motion carried unanimously.

CREDIT CARD - AUTHORIZED STAFF

A motion was made by Mr. Hctor, seconded by Mr. Harrington, that effective July 1, 2019 through June 30, 2020, the following positions are authorized for a Library issued credit card:

American Express

Director
Assistant Directors

Bank of America Visa

Director
Assistant Director for Operations
Coordinator for Family Place & Early Childhood Services

Home Depot/Exxon Mobil

Facilities Manager
Custodian II
Custodian I

Motion carried unanimously.

EQUIPMENT USE – AUTHORIZED STAFF

A motion was made by Mr. McMullin, seconded by Mr. Harrington, that for fiscal year July 1, 2019 through June 30, 2020, the following positions are authorized the use of Library equipment as listed below. Staff are required to reimburse the Library for personal use of the equipment.

Library Vehicle

Facilities Manager

Cellular Phones

Director
Assistant Directors
Coordinator for Computer Services & Technology
Coordinator for Family Place & Early Childhood Services
Facilities Manager
Custodian II
Custodian I

Motion carried unanimously.

LIBRARY ATTORNEY RETAINER

A motion was made by Mr. Hocter, seconded by Mr. Harrington, to approve the annual retainer of Kevin Seaman, the library's attorney, in the amount of \$18,000 for fiscal year 2019/2020.

Motion carried unanimously.

PUBLIC RELATIONS SERVICES-SYNTAX COMMUNICATION

A motion was made by Mr. McMullin, seconded by Mr. Hocter, to approve a contract for \$11,000 with Syntax Communication for public relations services for fiscal year 2019/2020 and to approve an amount not to exceed \$10,000 for special projects for the same time period.

Motion carried unanimously.

LIBRARY INSURANCE PROGRAM AND BROKER OF RECORD

A motion was made by Mr. McMullin, seconded by Mr. Harrington, to accept the quote of Utica Insurance, in the amount of \$190,385 submitted by the Joseph P. Price Agency, Inc., as the lowest quote for General Insurance, Umbrella, and Worker's Compensation for the 2019-2020 year, and Graphic Arts Mutual Insurance Company for the Business Auto Policy in the amount of \$8,218, and to appoint the Joseph P Price Insurance Agency, Inc. as the broker of record for insurance policies for the Middle Country Public Library.

Motion carried unanimously.

ADULT SERVICES REDESIGN AND CONSTRUCTION ADMINISTRATION

A motion was made by Mr. Hocter, seconded by Mr. McMullin, to approve the proposal from Bermello Ajamil & Partners, Inc. for the design, preparation of construction documentation, bidding, and construction administration for the alteration of the Centereach Adult Services area at a cost of \$376,718 to be funded by the Capital Fund.

Motion carried unanimously.

ADULT SERVICES REDESIGN PROJECT MANAGEMENT

A motion was made by Mr. Hocter, seconded by Mr. Harrington, to approve the proposal from Bermello Ajamil & Partners, Inc. for project management of the Centereach Great Room construction project in the amount of \$139,058, and a \$23,000 contingency for additional construction oversight that might arise, to be funded by the

Capital Fund.

Motion carried unanimously.

ACOUSTICS STUDY – SELDEN BUILDING

A motion was made by Mr. Hctor, seconded by Mr. McMullin, to approve the proposal from H2M Architects & Engineers for an interior acoustics study of the Children’s Area, adjacent circulation space (ramp) and the mezzanine above, with the proposed solution mindful of the existing aesthetics and design of the space at a cost of \$7,650.

Motion carried unanimously.

SELDEN LARGE MEETING ROOM RENOVATION

A motion was made by Mr. McMullin, seconded by Mr. Harrington, to accept the proposal from Belfor Property Restoration in the amount of \$135,628 (TCPN contract # R142501) for the reframing, installation, and painting of new windows, walls and doors for the large meeting room at the Selden building.

Motion carried unanimously.

CONFERENCE AND TRAVEL

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

FAMILY PLACE SITE VISITS

Kristen Todd-Wurm and Jessica Servello for Family Place site visits to Southeast, Parma, Snow, Lyndhurst, Parma Heights, Garfield and Brooklyn libraries in Cuyahoga County, Ohio, August 4th through the 6th, 2019 at cost not to exceed \$3,000 to be funded by Family Place.

LIBRARY MARKETING AND COMMUNICATIONS CONFERENCE

Elizabeth Malafi to attend the Library Marketing and Communications Conference in St. Louis, Missouri from November 13th and 14th, 2019 at a cost not to exceed \$1,650.

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:

NYS Education Department	
MC Adult Literacy	\$ 2,500.00
211 Long Island	\$ 5,000.00

Motion carried unanimously.

APPROVAL OF PAYROLLS AND WARRANTS

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

 payrolls:

June 14, 2019	\$253,571.98
June 28, 2019	\$318,025.96

 monthly warrant:

Warrant #12 dated June 28 & 30, 2019	\$203,934.88
Warrant #1 dated July 12 & 17, 2019	\$537,457.86

Motion carried unanimously.

APPROVAL OF PERSONNEL REPORT

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

Motion carried unanimously.

ADJOURNMENT

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

Motion carried unanimously.

Meeting adjourned at 6:50 p.m.