

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES  
of the  
MIDDLE COUNTRY PUBLIC LIBRARY  
September 18, 2019

The regular meeting of the Board of Trustees of the Middle Country Public Library was held on September 18, 2019 at the Centereach Building.

Attendance was as follows:

Mr. John Hocter	-	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 6:33 p.m. by Mr. Hocter.

APPROVAL OF MINUTES

A motion was made by Mr. Harrington, seconded by Mr. McMullin, to approve the minutes of the board meeting held on August 21, 2019.

Motion carried unanimously.

CENTEREACH GREAT ROOM REDESIGN PROJECT - ATTORNEY

A motion was made by Mr. Hocter, seconded by Mr. McMullin, to approve a retainer in the amount of \$10,000 for Kevin Seaman for legal services related to the Centereach Great room redesign project at the Centereach building.

Motion carried unanimously.

COMPUTER EQUIPMENT REPLACEMENT

A motion was made by Mr. Harrington, seconded by Mr. McMullin, to purchase 40 computers for staff use, Prodesk 400, from HP Inc., NYS contract 73600 PC22802 Aggregate Purchase 18-01 PM20860 to replace out of warranty machines at a cost of \$38, 547.20

Motion carried unanimously.

**CENTEREACH BUILDING UPPER ROOF REPAIR**

A motion was made by Mr. Hctor, seconded by Mr. McMullin, to approve the repair of the upper roof of the Centereach building, including the repair of any open seams, flashings and roof penetrations, new insulation as needed, and application of moisture proofing membrane to the entire section at a cost not to exceed \$150,000. The Director will report to the Board the vendor selected and final cost at the next board meeting.

Motion carried unanimously.

**MARCH 2020 BOARD MEETING**

A motion was made by Mr. Hctor, seconded by Mr. Harrington, that the March 2020 board meeting date be March 25, 2020 at 6:30 p.m. in accordance with the NYS Education law requiring budget hearings to be held no more than 14 days nor less than 7 days before the date of the annual meeting, budget vote and election which will be held on April 7, 2020.

Motion carried unanimously.

**CIRCULATION POLICY**

A motion was made by Mr. Hctor, seconded by Mr. McMullin, to revise the Library's Circulation Policies as follows:

**Circulation Policies**

**Loan Periods**

Books	21 Days
DVDs (Fiction)	7 Days
DVDs (Non-Fiction)	21 Days
Audio (CDs, LPs, & Playaways)	21 Days
Periodicals (Current Issue)	Does Not Circulate
Periodicals (Past Issues)	21 Days
Reference	Does Not Circulate
LI LINK Books	21 Days
LI LINK Media	7 Days

## Special Collection Loan Periods

Education Resource Center	MCPL and ERC only, 21 Days
Game Collection	MCPL only, 7 Days, max 2 per card
Holiday Items	MCPL only, loan period varies by material type
J Backpacks	MCPL and ERC only, 21 Days
J Kits	MCPL and ERC only, 7 Days, Max 2 per card
Library of Things – Educational	MCPL and ERC only, 7 Days, Max 2 per card
Library of Things – Technology	MCPL only, 14 Days, Max 2 per card
Museum Passes	MCPL only, 2 Days
Toys	MCPL and ERC only, 21 Days, Max 3 per card
Video Games	MCPL only, 7 Days, Max 5 per card

## BORROWING LIMITATIONS

The library reserves the right to limit the number of items borrowed.  
 The library reserves the right to change the standard loan period at any time.

## SPECIAL SERVICE FEES

### Extended Use Fees

All materials except as otherwise noted	Fine Free
Video Games	\$0.05 per day
Library of Things Educational & Technology late	\$10.00 first day
Museum Passes late	\$10.00 first day
Game Collection day late	\$10.00 first
Nooks/E-Readers day late	\$10.00 first

### Interloaned Materials

Fees for ILL materials are the same as for MCPL materials.

### Damaged and Lost Materials

Replacement costs will be charged to the patron for any item that is lost or returned damaged and beyond repair. These charges will be recorded on the patron record.

### **Returned Check Fee**

If a check has been made out to Middle Country Public Library and is returned for insufficient funds, the amount of the check and any bank fees incurred by the library will be charged to the patron and recorded on the patron record.

### **HOMEBOUND SERVICES**

Patrons who are unable to leave their homes due to a permanent or temporary illness or disability may qualify for Homebound Service.

### **SUSPENDED PRIVILEGES**

The library reserves the right to temporarily suspend library privileges when an item is overdue in excess of 20 days, or the extended use fees exceed \$10.00, or charges for lost or damaged materials are not paid. Library privileges will be reinstated when resolution of the problem occurs.

In the event that a patron disagrees with the decision of the circulation supervisor, a request for reconsideration may be submitted to the Library Director. If the patron disagrees with this determination, an appeal may be directed to the Library Board of Trustees.

Motion carried unanimously.

### **CONFERENCE AND TRAVEL**

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

#### **NYLA ANNUAL CONFERENCE**

Sara Fade, Elizabeth Allen and Lukas Jennings to attend the NYLA Annual Conference in Saratoga Springs, N.Y., November 13th through November 16th, 2019 at a cost not to exceed \$3,300.

#### **PODFEST 2020**

Salvatore DiVincenzo to attend the PODFEST 2020 conference in Orlando, Florida from March 5<sup>th</sup> through the 8<sup>th</sup>, 2020, at a cost not to exceed \$2,350.

Motion carried unanimously.

### **APPROVAL OF PAYROLLS & WARRANTS**

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

payrolls:

August 9, 2019	\$256,487.61
August 23, 2019	\$258,139.67

monthly warrant:

Warrant #2 dated August 23, 2019	\$ 40,056.87
Warrant #3 dated September 6 & 18, 2019	\$472,243.06

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 August 31, 2019.

Motion carried unanimously.

#### ADJOURNMENT

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

Motion carried unanimously.

Meeting adjourned at 7:00 p.m.