

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

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

Attendance was as follows:

Mr. John Hoctor	-	President
Mr. Ronald Harrington	-	Vice-President
Mrs. Lisa Mitnick	-	Member
Mr. Edward McMullin	-	Member

Staff:

Mrs. Sophia Serlis-McPhillips	-	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 6:34 p.m. by Mr. Hoctor.

APPROVAL OF MINUTES

A motion was made by Mrs. Mitnick, seconded by Mr. Harrington, to approve the minutes of the board meeting held on October 16, 2019.

Motion carried unanimously.

CORRESPONDENCE

(Attached)

November 7, 2019-SCLS Director K. Verbese re: Trustee vote, SCLS 2020 operating budget, and SCLS Live-brary download cost for 2020.

EXECUTIVE SESSION

A motion was made by Mr. Hoctor, seconded by Mr. Harrington, that the Board move into executive session at 6:40 p.m. to discuss salary scales and increments.

Motion carried unanimously.

A motion was made by Mr. Hoctor, seconded by Mrs. Mitnick, that the Board conclude executive session at 6:54 p.m.

Motion carried unanimously.

SALARY SCALE INCREASE 2020

A motion was made by Mrs. Mitnick, seconded by Mr. McMullin, to approve the following;

A 2 % Cost of Living increase for the full time Professional and Non-Professional staff and part time professional staff, awarded on the employee's increment date or on January 1 for those employees off scale.

Pages will receive the 2020 minimum wage rate of \$13.00 per hour, with no cost of living increase.

A \$1 increase to the part time Network & Systems Technician and Guard rates, with no cost of living increase.

A \$1 increase to the part time Clerical/ Custodial Aide scale, with no cost of living increase.

A 2% Cost of Living increase for those part time clerical and custodial staff off of scale awarded on January 1.

An increase of \$.75 to \$1.14 for those part time top of scale clerical employees.

All increases become effective January 1, 2020.

Motion carried unanimously.

SUFFOLK COOPERATIVE LIBRARY SYSTEM 2019 OPERATING BUDGET

A motion was made by Mr. Hctor, seconded by Mr. McMullin, to approve the 2020 Suffolk Cooperative Library System Operating Budget.

Motion carried unanimously.

MEETING ROOM POLICY REVISED

A motion was made by Mrs. Mitnick, seconded by Mr. Harrington, to revise the Meeting room Policy as follows:

REGULATIONS FOR USE OF LIBRARY MEETING ROOMS

It is the intention of the Board of Trustees of the Middle Country Public Library that the Library's meeting rooms shall have the widest possible use by residents of the Library District without interfering with normal Library operations. Programs are to be educational, cultural or recreational, and in strict compliance with New York State Education Law, E 414.

1. The Library Director is authorized by the Board of Trustees to review and act upon the applications

submitted.

2. All applications must be made at least 10 working days before the proposed scheduled meeting. Applications must be submitted by a resident sponsor aged 18 years or older, of the Middle Country Public Library District.
3. In accordance with New York State Education Law, all meetings shall be open to the general public.
4. Meeting room use is limited to not-for-profit groups, preference will be given to groups composed of a majority Library District residents.
5. Library sponsored programs and activities are to take precedence in the assignment of meeting rooms; and may supersede any program scheduled.
6. Time periods for the use of the meeting rooms are as follows: 9:30 a.m. to 11:00 p.m. Monday to Friday
9:30 a.m. to 5:00 p.m. Saturday.
7. No admission fee may be charged, no donations may be solicited, nor may any items, products or services be sold by any organizations utilizing a meeting room. Nothing shall be exhibited, displayed or given away without permission of the library.
8. Organizations meeting regularly in the meeting rooms must renew their applications annually, prior to June 15.
9. Announcements of meetings in the Library must neither state nor imply that the Library is sponsoring the meeting. Use of a meeting room does not mean endorsement by the Library of the group using it, or of the program presented.
10. No intoxicating beverages may be brought to or consumed on Library premises. Light refreshments may be served with prior approval.
11. Attendance shall be limited to the prescribed legal capacity of each meeting room.
12. Applicants receiving permission to use the meeting rooms must be responsible for the conduct of attendees under their sponsorship.
13. The applicant personally and the organization, will be financially accountable for any damage or loss that may occur from the use of the meeting rooms.
14. The Library is not responsible for damage to or loss of property of individuals or organizations that is used or left on the premises.
15. There will be no parties, celebrations or festivities of any kind permitted within meeting rooms.
16. Six months prior to an election date, no candidate running for office for his/her party or support at such election will be permitted to utilize the meeting room. Campaigning for or against a candidate for his/her party is also prohibited.
17. The applicant will be responsible for any set-up required in the meeting rooms. Tables and chairs are available. Any other equipment must be provided by the applicant.
18. The meeting rooms will be left in a clean and orderly condition.
19. All rules of the Police, Health and Fire Departments are to be observed.
20. Organizations must notify the Library Director in the event of cancellation or postponement.
21. The right to revoke a permit, at any time, is reserved by the Library.
22. Additional stipulations may be imposed by the Library, as may be deemed necessary.
23. Paid tutors are prohibited from using meeting or study rooms.

Motion carried unanimously.

DELL EMC SERVERS AND STORAGE NETWORKING

A motion was made by Mr. McMullin, seconded by Mr. Harrington, to authorize the purchase of 1 storage server and 2 storage networking devices to replace outdated existing equipment, from Dell EMC NCPA contract 01-42 at a cost of \$ 41,500. The existing virtual network infrastructure will be migrated to the new equipment to improve speed, capacity and manageability for over 30 virtual servers and storage for shared network drives.

Motion carried unanimously.

CONFERENCE AND TRAVEL

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

NYLA YSS EALA WORKSHOP

Elizabeth Allen to attend the NYLA YSS EALA workshop in Guilderland, New York from January 7th to January 9th, 2020 at a cost not to exceed \$750.

ALA MID-WINTER CONFERENCE

Deborah Hempe and Elizabeth Allen to attend the ALA Mid-Winter Conference in Philadelphia, Pennsylvania from January 24th to January 26th, 2020 at a cost not to exceed \$ 700.

PLA CONFERENCE 2020

Gilda Ramos to attend the PLA Conference 2020 in Nashville, Tennessee from February 25th , 2020 to February 28th, 2020 at a cost not to exceed \$2,100.

Motion carried unanimously.

FOUNDATION FUNDS ACCEPTANCE

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

Suffolk County Supt Building and Grounds	
Nature Explorium	\$ 500.00
Middle Country Library Foundation	
Family Place National	\$12,000.00

Motion carried unanimously.

APPROVAL OF PAYROLLS & WARRANTS

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

payrolls:		
October 4, 2019		\$256,989.55
October 18, 2019		\$257,067.93
monthly warrant:		
Warrant #4 dated October 18, 2019		\$ 11,343.76
Warrant #5 dated November 1, 15, & 20, 2019		\$804,738.55

Motion carried unanimously.

APPROVAL OF PERSONNEL REPORT

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

Motion carried unanimously.

ADJOURNMENT

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

Motion carried unanimously.

Meeting adjourned at 7:10 p.m.