

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

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

Attendance was as follows:

Mr. John Hocter	-	President
Mr. Ronald Harrington	-	Member
Mr. Edward McMullin	-	Member
Mrs. Lisa Mitnick	-	Member
Mrs. Jacqueline Schott	-	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 10:00 a.m. by Mr. Hocter.

APPROVAL OF MINUTES

A motion was made by Mrs. Schott, seconded by Mrs. Mitnick, to approve the minutes of the board meeting held November 20, 2019.

Motion carried unanimously.

EXECUTIVE SESSION

A motion was made by Mr. Hocter, seconded by Mrs. Schott, that the Board move into executive session at 10:03 a.m. for personnel matters.

Motion carried unanimously.

A motion was made by Mr. Hoctor, seconded by Mrs. Mitnick, that the Board conclude executive session at 10:07 a.m.

Motion carried unanimously.

#### PAY STEP CHANGE

A motion was made by Mrs. Mitnick, seconded by Mrs. Schott, to approve a pay step change for James Matias to Professional Pay Grade 11, Step 12 for additional duties related to the Innovation space, and a pay step change for Darlene Hartman to Non-Professional Grade 4, Step 11 for additional duties related to the Library café effective January 5, 2020.

Motion carried unanimously.

#### LIBRARY VOTE AND TRUSTEE ELECTION 2020

A motion was made by Mr. McMullin, seconded by Mr. Harrington, that the annual election for library trustee and the library budget vote be held at the library in Centereach on Tuesday, April 7, 2020 between the hours of 9:30 a.m. and 9:00 p.m., and that registration for the library vote be held on Tuesday, March 31, 2020, between the hours of 2:00 p.m. and 9:00 p.m.

Motion carried unanimously.

#### LONG RANGE PLAN

A motion was made by Mrs. Mitnick, seconded by Mr. Harrington, to accept the mission, vision and value statements and the Long Range Plan for 2020-2025.

Motion carried unanimously.

#### EVALUATION OF FAMILY PLACE

A motion was made by Mr. Hoctor, seconded by Mr. McMullin, to accept the proposal from Knology to perform an in depth evaluation of the Family Place Program at a cost of \$33,000 to be paid by the G2 Fund.

Motion carried unanimously.

#### CONFERENCE AND TRAVEL

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

COMPUTERS IN LIBRARIES 2020

Stephanie Vecchio and Dennis Moran to attend the Computers in Libraries 2020 Conference in Arlington, Virginia from March 31st through April 2<sup>nd</sup>, 2020 at a cost not to exceed \$6,100.

Motion carried unanimously.

APPROVAL OF PAYROLLS & WARRANTS

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

payrolls:

November 1, 2019	\$259,907.84
November 15, 2019	\$258,089.00
November 29, 2019	\$261,264.10

monthly warrant:

Warrant #5 dated November 29, 2019	\$ 19,523.35
Warrant #6 dated December 13, & 18, 2019	\$ 243,037.05

Motion carried unanimously.

APPROVAL OF PERSONNEL REPORT

A motion was made by Mr. Hctor, seconded by Mrs. Schott, to approve the Report of Personnel Changes, dated November 30, 2019.

Motion carried unanimously.

ADJOURNMENT

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

Motion carried unanimously.

Meeting adjourned at 10:25 a.m.