

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES  
of the  
MIDDLE COUNTRY PUBLIC LIBRARY  
February 19, 2020

The regular meeting of the Board of Trustees of the Middle Country Public Library was held on February 19, 2020 at the Centereach building.

Attendance was as follows:

Mr. Edward McMullin	-	Vice-President
Mr. Ronald Harrington	-	Member
Mrs. Jacqueline Schott	-	Member

Staff:

Mrs. Sophia Serlis-McPhillips	-	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. McMullin.

APPROVAL OF MINUTES

A motion was made by Mrs. Schott, seconded by Mr. Harrington, to approve the minutes of the board meeting held January 15, 2020.

Motion carried unanimously.

REPORT OF THE DIRECTOR

Mrs. Serlis-McPhillips informed the Board of the creation of a Website Audit committee to address the Library's website accessibility.

2020/2021 LIBRARY APPROPRIATION

A motion was made by Mr. Harrington, seconded by Mrs. Schott, that the library appropriation for the fiscal year 2020/2021 be \$14,883,409.

Motion carried unanimously.

## MARCH BOARD MEETING AGENDA

A motion was made by Mrs. Schott, seconded by Mr. McMullin, that the agenda for the March 25, 2020 board meeting be changed as follows:

Call to Order  
Approval of Minutes  
Correspondence  
Questions and Petitions from the Qualified Public on issues not related to the budget.  
Report of the Director  
Approval of Bills  
Approval of Personnel Changes  
Old Business  
New Business  
Budget Information Meeting (7:00 P.M.)  
Adjournment

Motion carried unanimously.

## NYS ANNUAL REPORT 2018/2019

A motion was made by Mr. Harrington, seconded by Mrs. Schott, to accept the NYS Annual Report for Public and Association Libraries for fiscal year 2018/2019.

Motion carried unanimously.

## PROGRAM POLICY

A motion was made by Mr. McMullin, seconded by Mr. Harrington, to accept the Program Policy to read as follows:

### Program Policy

The Library advances its mission by providing access to a wide range of programs that meet the needs of a diverse community and by developing Library programs that offer opportunities for learning, education and entertainment. Programming is an integral component of library service to the extent that:

- Introduces attendees to Library resources and materials
- Provides opportunities for lifelong learning
- Raises the awareness and visibility of the Library to the community
- Expands the Library's role as a cultural and community center
- Extends outreach for underserved populations
- Provides entertainment, information and/or cultural appreciations

Librarians may utilize the following criteria in making decisions concerning program topics and speakers:

- Community needs and interests
- Relation to Library collections, resources, services and events
- Historical or educational significance
- Connections to other community programs, exhibits or events
- Presenter expertise and/or public performance experience
- Presentation quality
- Budget
- Availability of space

Unsolicited offers from individuals and organizations to present programs will be evaluated under the same standards utilized when planning Library programming. Such programming opportunities should further the mission, vision and values of the Middle Country Public Library as outlined in this policy.

Library programs may not be conducted for commercial or partisan purposes, or for the solicitation of business.

Programs are planned to be inclusive of all cultures and of all religions and no religion. Library programs may address religious themes to educate or inform, but not to promote, observe or proselytize a particular religious conviction.

External organizations or individuals partnering with the Library on programs must coordinate marketing efforts with the Library.

The Library reserves the right to use video or photographs taken of program participants for internal use, publication, use in Library promotional outlets, and evaluation purposes. Library staff will obtain permission from parents before photographing children or teens.

Registration is to be required for planning purposes and/or when space is limited.

Registration will take place online at [www.mcplibrary.org](http://www.mcplibrary.org), or in person at the Centereach or Selden facilities or by calling (631) 585-9393. Programs may be held on site or at an off-site location.

The Library maintains waiting lists in the event a patron needs to cancel. In that case, patrons on the waiting list will be contacted in the order of placement on a waiting list. Should the Library need to cancel a program/event due to weather conditions or other unforeseen circumstances, the Library will be under no obligation to make up the missed event.

#### Registration Requirements:

- A valid MCPL library card for each registrant (adult, teens and children) is required at time of registration.
- Patrons may register another patron if they possess the patron's library card.
- Caregivers who live in the Library District can register an out-of-District child that they care for with the caregiver's MCPL library card.
- Patrons must be 14 years or older to attend Adult programs, unless otherwise noted.
- Registration is non-transferable.
- Fee-based programs require payment at time of registration, unless otherwise noted. Payment by on-line and phone registrants is due within three days or registration will be cancelled.

- Program fees are not refundable.
- High demand Library programs may be limited to Library District residents, as determined by the Library Director or his/her designee.
- Out-of-District patrons with a valid card from their home library may attend specific programs designated as open to out-of-District patrons in the MCPL Quarterly.
- Registrations for children must be completed with their own MCPL card. Library cards are available to children beginning at birth. Caregivers registering out-of-District children must use the caregiver's MCPL card to register.
- For family programs and performances, one MCPL card may hold multiple spots in the program (i.e. Family Programs, Sunday Performance, etc.).
- For the most up-to-date registration and program information, patrons should visit [www.mcplibrary.org/programs](http://www.mcplibrary.org/programs) or call (631) 585-9393.

### Program Fees:

The Library will charge fees for programs in the following circumstances:

- Program materials of significant cost provided; such which becomes the personal property of the participant.
- Participants receive print or non-print educational materials which become their personal property.
- Trip programs that involve a specific cost for transportation, meals and/or admissions for each participant.
- Participants receive an attendance or completion certificate which can be used for their personal benefit.

Extenuating circumstances will serve to request a refund of fees. Those patrons are required to complete the Library's designated refund form. All refunds must be approved by the Library Director or his/her designee. Approved refunds will be issued by check subsequent to the next subsequent Board of Trustees meeting.

### Trips:

- Patrons may register themselves and one guest.
- Patrons under the age of 18 must be accompanied by a responsible adult on Library trips.
- Out-of-District patron registration will take place 10 days after in-District registration, space permitting.
- All trips will depart at the scheduled time and will not wait for late arrivals.
- Contracted bus companies must comply with U.S. Department of Transportation Hours of Service regulations, which may result in the group ending a trip earlier than expected. Bus drivers are not able to deviate from the approved itinerary and route.

### Guidelines for Children's Programs

#### Registration and Attendance:

- Programs are often planned to accommodate a limited number of children. This is done to ensure that children receive the attention they deserve and benefit from the activities of the program; as limited space and materials can also dictate a limitation on attendance.
- Most programs are advertised for specific ages of children. These programs have been planned so that they are developmentally appropriate for children of a particular age. Such limitations are necessary and are implemented for the benefit of all the children.

- Educational Resource Center (ERC) library card holders may only register for designated ERC programs.

#### Parental Supervision during Library Programs:

- Parents or caregivers of children preschool age or younger are required to remain within the program location with the child. Parents or caregivers of children in Kindergarten through fifth grade are required to remain in the Library while their child is attending a program.

#### Guidelines for Teen Programs:

- Teen programs are designated for Middle Country Public Library card holders in 6th-12th grade.
- Friday Night Teen Program participants are required to follow the teen Friday night Rules of the Room and execute a Parent/Teen Contract with a parent or guardian stating they acknowledge the rules in accordance with Library policy.
- Select teen programs may be offered at off-site locations. Teen trips scheduled off-site require a permission slip executed by a parent or guardian.
- Teens with a valid Middle Country Public Library card meeting specific age requirements for each volunteer program may register for and participate in teen community service offerings.
- Buddy volunteer programs require teens to register for and attend one session of the "Buddy Training Program" to be eligible to participate.
- Select community service programs accessibilities, i.e. Green Teens, Media Teens, Mutt Club, Teen Advisory Council, and Teen Book Reviewers, are by application only.

#### Circumstances Not Covered

The Library Director or his/her designee will resolve any circumstance not specifically cited above.

**The Middle Country Public Library welcomes individuals with disabilities to participate in Library programs. Please advise if you require any special accommodations to enable attendance.**

Motion carried unanimously.

#### CONSULTING SERVICES FOR THE LONG RANGE PLAN REPORT

A motion was made by Mrs. Schott, seconded by Mr. Harrington, to accept the proposal for consulting services from Rocket Juiced to create a printed report showcasing the Library's Long Range Plan and programs at a cost not to exceed \$3,200.

Motion carried unanimously.

#### SOUND PROOFING – SELDEN BUILDING

A motion was made by Mrs. Schott, seconded by Mr. Harrington, to accept the quote from RENU Contracting & Restoration, Inc. to furnish and install an acoustical

wall at the Selden building, per Bay Shore UFSD contract for General Building Maintenance, in the amount of \$64,650 to be funded by the Capital fund.

Motion carried unanimously.

#### NATURE EXPLORIUM-RECONSTRUCTION OF WOOD FEATURES

A motion was made by Mr. Harrington, seconded by Mr. McMullin, to accept the proposal from Belfor Property Restoration for the removal and reconstruction of the Nature Explorium stage, planters, benches, and water feature table, per contract TCPN R 142501, at a cost of \$58,823.27.

Motion carried unanimously.

#### CONFERENCE AND TRAVEL

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

##### FAMILY PLACE SITE VISITS

Kristen Todd-Wurm and Kaitlyn Carmody for Family Place Site Visit to Bay City Library, Bay City, Texas and Austin Memorial Library, Cleveland, Texas from March 30<sup>th</sup> through April 1<sup>st</sup>, 2020 at cost not to exceed \$2,400 to be funded by Family Place.

Kristen Todd-Wurm and Michelle Kenney for Family Place Site Visit to Anacortes Public Library, Anacortes, Washington, from April 28<sup>th</sup> through April 30<sup>th</sup>, 2020 at cost not to exceed \$2,700 to be funded by Family Place.

##### NATURE EXPLORE LEADERSHIP INSTITUTE

Tracy LaStella and Deborah Hempe to attend the Nature Explore Leadership Institute in Nebraska City, Nebraska from July 19<sup>th</sup> through July 22<sup>nd</sup>, 2020 at a cost not to exceed \$5,410.

Motion carried unanimously.

#### FOUNDATION FUNDS ACCEPTANCE

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

Middle Country Library Foundation

Adult Literacy Center	\$ 1,000.00
MCPL Family Center	\$ 2,000.00
Museum Corner	\$ 2,000.00
Miller Business Center	\$ 2,000.00
Nature Explorium	\$ 2,000.00
Parent Child Home Program	\$ 3,000.00
211 Long Island	\$14,000.00

Motion carried unanimously.

APPROVAL OF PAYROLLS & WARRANTS

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

payrolls:

January 10, 2020	\$274,930.89
January 24, 2020	\$299,963.13

monthly warrant:

Warrant #7 dated January 24, 2020	\$ 23,366.90
Warrant #8 dated February 7, & 19, 2020	\$829,485.76

Motion carried unanimously.

APPROVAL OF PERSONNEL REPORT

A motion was made by Mrs. Schott, seconded by Mr. Harrington, to approve the Report of Personnel Changes, dated January 31, 2020.

Motion carried unanimously.

ADJOURNMENT

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

Motion carried unanimously.

Meeting adjourned at 7:02 p.m.