

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES  
of the  
MIDDLE COUNTRY PUBLIC LIBRARY  
April 15, 2020

The regular meeting of the Board of Trustees of the Middle Country Public Library was held on April 15, 2020 at the Library in Centereach.

Attendance was as follows:

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

APPROVAL OF MINUTES

A motion was made by Mr. Hocter, seconded by Mr. McMullin, to approve the minutes of the board meeting held on March 25 2020.

Motion carried unanimously.

REPORT OF THE DIRECTOR

Director updated the Board on the COVID-19 and the Governor's Executive Orders. Mrs. Serlis-McPhillips also updated the Board on the Great Room Construction Project.

CENTEREACH PUBLIC BATHROOMS EPOXY FLOORING

A motion was made by Mr. McMullin, seconded by Mr. Harrington, to approve the installation of a seamless epoxy flooring system for the two main public bathrooms and the family bathroom from Enecon Northeast, Nassau County contract (BPNC

191000047), at a cost of \$13,760.

Motion carried unanimously.

#### CENTEREACH ROOF REPAIR

A motion was made by Mrs. Mitnick, seconded by Mr. McMullin, to accept the following resolution:

Resolved, that it is determined under the terms of all relevant Executive Orders and Guidances of the ESD Authority that the roofing treating authorized in September of 2019 is an "essential" service / project to the extent that it will preserve the structural integrity of the Library facility's infrastructure so as to maintain the health, safety and welfare of the facility's inhabitants including staff and patrons and therefore fulfill the Library's mandate of securing its premises to the greatest degree possible; such construction to proceed under the terms and constraints promulgated by the State as pertinent to COVID-19 safety prescriptions.

Motion carried unanimously.

#### HVAC MAINTENANCE AND SERVICE CONTRACT

A motion was made by Mr. Hctor, seconded by Mrs. Schott, to approve the services of All Industrial Boiler, Inc. dba Island Industrial Boiler for a maintenance and service contract for heating and air conditioning from May 1, 2020 through April 30, 2021 per the Smithtown Central School District contract (PRC# 2017012974).

Motion carried unanimously.

#### ARCHITECTURAL SERVICES – CENTEREACH CAFÉ AND CHILDREN'S AREA

A motion was made by Mr. McMullin, seconded by Mr. Harrington, to approve the proposal from J R KELLER LLC for professional services in the Great Room Café Equipment, Signage and Children's Staff Points and Replacement of Carpet at a cost of \$9,500.

Motion carried unanimously.

#### APPROVAL OF PAYROLLS & WARRANTS

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

payrolls:	
March 6, 2020	\$261,729.67
March 20, 2020	\$261,004.17

monthly warrant:

Warrant #10 dated April 3 & 15, 2020

\$ 370,093.50

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 March 31, 2020.

Motion carried unanimously.

#### ADJOURNMENT

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

Motion carried unanimously.

Meeting adjourned at 10:25 a.m.