

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

The annual meeting of the Board of Trustees of the Middle Country Public Library was held on July 15, 2020 at the Centereach Building.

Attendance was as follows:

Mr. John C. Hoctor	-	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

CALL TO ORDER

The meeting was called to order at 6:32 p.m. by Mr. Hoctor.

APPROVAL OF MINUTES

A motion was made by Mr. Harrington, seconded by Mr. Hoctor, to approve the minutes of the board meeting held on June 23, 2020.

Motion carried unanimously.

ANNUAL MOTIONS

A motion was made by Mr. McMullin, seconded by Mr. Harrington, to approve the following annual motions for the fiscal year July 1, 2020 through June 30, 2021:

DEPOSITORY

Primary Depositories
BankUnited
Secondary Depositories
Empire National Bank

NEWSPAPERS

The Brookhaven Review and
The Times of Middle Country

APPOINTMENTS

Attorney - Kevin Seaman
Treasurer - William Rothaar
External Auditor - Nawrocki Smith, LLP
Claims Auditor - Frank Verdone
Election Clerk - Janet Ross
Records Management Officer – MaryAnne Ellinger

APPROVED SIGNATORIES

President of the Board of Trustees of Middle Country Public Library
Director of the Middle Country Public Library

AUTHORIZED CHECK SIGNATORIES

President of the Board of Trustees of Middle Country Public Library
Director of the Middle Country Public Library

INVESTMENT POLICY

Middle Country Public Library Investment Policy

TAX SHELTERED ANNUITY PRODUCTS

The American Funds Group
Invesco (formerly Oppenheimer Funds)
New York State Tax Deferred Compensation Plan

MEAL REIMBURSEMENT

Per meal: Breakfast - \$25
Lunch - \$40
Dinner - \$75

CREDIT CARD - AUTHORIZED STAFF

American Express
Director
Assistant Directors

Bank of America Visa

Director
Assistant Director for Operations
Coordinator for Family Place & Early Childhood Services

Home Depot/Exxon Mobil

Facilities Manager
Custodian II
Custodian I

EQUIPMENT USE – AUTHORIZED STAFF

Library Vehicle

Facilities Manager

Cellular Phones

Director
Assistant Directors
Coordinator for Computer Services & Technology
Coordinator for Family Place & Early Childhood Services
Facilities Manager
Custodian II
Custodian I

Motion carried unanimously.

LIBRARY ATTORNEY RETAINER

A motion was made by Mr. Harrington, seconded by Mr. McMullin, to approve the annual retainer of Kevin Seaman, the library's attorney, in the amount of \$18,000 for fiscal year 2020/2021.

Motion carried unanimously.

PUBLIC RELATIONS SERVICES-SYNTAX COMMUNICATION

A motion was made by Mr. Hoctor, seconded by Mr. McMullin, to approve a contract for \$11,000 with Syntax Communication for public relations services for fiscal year 2020/2021 and to approve an amount not to exceed \$10,000 for special projects for the same time period.

Motion carried unanimously.

LIBRARY INSURANCE PROGRAM AND BROKER OF RECORD

A motion was made by Mr. McMullin, seconded by Mr. Harrington, to accept the quote

of Utica Insurance, in the amount of \$184,025 submitted by Cook Maran A Prime Risk Partner, as the lowest quote for General Insurance, Umbrella, Auto and Worker's Compensation for the 2020-2021 year, and to appoint the Joseph P Price as the broker of record for insurance policies for the Middle Country Public Library.

Motion carried unanimously.

AMENDED BUDGET TRANSFERS FY 2019-2020

A motion was made by Mr. Hocter, seconded by Mr. McMullin, to amend the June 23rd motion to authorize the following budget transfers for the fiscal year 2019-2020 as follows:

ACCOUNT	INCREASE	DECREASE
L411 MICROFORMS/CD ROMS/EBOOKS	10,000.00	
L413 SUBSCRIPTION SERVICES		30,000.00
L415 VISUAL MATERIALS		50,000.00
L418 REALIA	5,000.00	
L421 CUSTODIAL SERVICES		5,000.00
L440 SNOW REMOVAL		10,000.00
L442 PROGRAMS		50,000.00
L452 REPAIRS TO BLDG & BLDG EQUIP	295,000.00	
L460 ELECTRIC		40,000.00
L463 COMPUTER SOFTWARE & SERVICES	10,000.00	
L9030 SOCIAL SECURITY		20,000.00
L9050 UNEMPLOYMENT INSURANCE	5,000.00	
L9060 HEALTH & DENTAL INS		100,000.00
L14101 PROFESSIONAL		50,000.00
L1420.1 CLERICAL		20,000.00
L1440.1 CUSTODIAL/SECURITY	50,000.00	
Total Budget Transfer Amount	\$375,000.00	375,000.00

Motion carried unanimously.

HVAC REPLACEMENT PLAN UNIT #1 – SELDEN BUILDING

As part of the Library's HVAC replacement plan, a motion was made by Mr. McMullin, seconded by Mr. Harrington, to accept the quote of Island Industrial Boilers for the replacement of unit #1 at the Selden building in the amount of \$132,000 for a Trane 40 ton split type air-conditioning system, all materials and labor as per contract approved by Board of Trustees April 2020.

Motion carried unanimously.

FOUNDATION FUNDS ACCEPTANCE

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

Huntington Arts Council Programs	\$ 1,250.00
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Motion carried unanimously.

APPROVAL OF PAYROLLS AND WARRANTS

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

payrolls:	
June 12, 2020	\$323,614.73
June 26, 2020	\$300,199.91
monthly warrant:	
Warrant #12 dated June 26, & 30, 2020	\$251,963.68
Warrant #1 dated July 10, & 15, 2020	\$520,902.45

Motion carried unanimously.

APPROVAL OF PERSONNEL REPORT

A motion was made by Mr. Hoctor, seconded by Mr. McMullin, to approve the Report of Personnel Changes dated June 30, 2020.

Motion carried unanimously.

ADJOURNMENT

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

Motion carried unanimously.

Meeting adjourned at 6:50 p.m.