

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

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

Attendance was as follows:

Mr. John Hoctor	-	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
Mrs. Christina Blount	-	Administrative Assistant
Mrs. Nancy Basile	-	Business Office Manager

CALL TO ORDER

The meeting was called to order at 10:00 a.m. by Mr. Hoctor.

APPROVAL OF MINUTES

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

Motion carried unanimously.

CORRESPONDENCE

(Attached)

August 6, 2020- Email from Frank Pernice re: LinkedIn Learning.

EXECUTIVE SESSION

A motion was made by Mrs. Mitnick, seconded by Mr. Harrington, to move into executive session at 10:02 a.m. for matters of personnel.

Motion carried unanimously.

A motion was made by Mr. Harrington, seconded by Mrs. Schott, that the board conclude executive session at 10:08 a.m.

Motion carried unanimously.

REPORT OF THE DIRECTOR

The Director updated the Board on adjustments to Library activities due to COVID-10 pandemic and the changes that might occur as schools reopen in September.

BOARD OF REGISTRATION

A motion was made by Mr. Harrington, seconded by Mrs. Mitnick, to approve the personnel appointed by the Elections Clerk to serve as a Board of Registration on Tuesday, September 8, 2020:

Beth Finn
Sara Calderone
Kim Cappisillo

Motion carried unanimously.

BOARD OF ELECTION

A motion was made by Mr. Hoctor, seconded by Mrs. Mitnick, that the following personnel, appointed by the Elections Clerk to serve as a Board of Election for the Library election to be held on Tuesday, September 15, 2020, be approved:

Nancy Basile
Janice Boscarino
Sara Calderone
Kim Cappisillo
Lynne Ceraso
Joan Dio
Roberta Dola
Laura Eisenbraun
MaryAnne Ellinger
Beth Finn

Melanie Hackbarth
Darlene Hartman
Debra Hirschfeld
Elizabeth LaSala
Susan LaSelva
Regina Moloney
Janet Ross
Elizabeth Salerno
Eileen Urbach
Tracey Vosilla

Motion carried unanimously.

SELDEN DOORS REFURISHMENT

A motion was made by Mrs. Mitnick, seconded by Mr. McMullin, to approve the quote from BelFor Property Restoration to refurbish and finish 5 inside doors in the Selden building, TCPN contract R 42501 at a cost of \$17,019.87.

Motion carried unanimously.

SELDEN ACOUSTICAL PANEL INSTALLATION

A motion was made by Mr. McMullin, seconded by Mrs. Schott, to approve the proposal from RENU to install 57 acoustical panels in the Selden building, Bay Shore UFSD General Building maintenance contract, at cost of \$27,790 to be paid from the Capital fund.

Motion carried unanimously.

SELDEN BUILDING BOILER PURCHASE

A motion was made by Mr. Hctor, seconded by Mr. McMullin, to authorize the purchase of two new Weil McLane 88 boilers for the Selden building at a cost of \$140,000, with installation by Island Industrial Boilers at a cost of \$55,000, Smithtown CSD Contract PRC# 2017012974.

Motion carried unanimously.

RECORDS MANAGEMENT POLICY

A motion was made by Mrs. Mitnick, seconded by Mr. Harrington, to amend the following policy for records management in the Library:

The Middle Country Public Library promotes and supports a program for the orderly and efficient management of records, including the identification and appropriate administration of records with enduring value for historical or other research. The Library annually designates a records management officer to oversee its records management program. The Library has adopted the NY State Archives Records Retention and Disposition Schedule LGS-1.

Motion carried unanimously.

APPROVAL OF PAYROLLS & WARRANTS

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

payrolls:
July 10, 2020 \$317,030.70
July 24, 2020 \$250,180.62

monthly warrant:
Warrant #1 dated July 24, 2020 \$ 34,762.85
Warrant #2 dated August 7, & 19, 2020 \$517,729.52

Motion carried unanimously.

APPROVAL OF PERSONNEL REPORT

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

Motion carried unanimously.

ADJOURNMENT

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

Meeting adjourned at 10:24 a.m.

Motion carried unanimously.