

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
of the
MIDDLE COUNTRY PUBLIC LIBRARY
October 21, 2020

The regular meeting of the Board of Trustees of the Middle Country Public Library was held on October 21, 2020 at the Centereach building.

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
Mrs. Tracy LaStella	-	Assistant Director
Mr. Ryan Gessner	-	Assistant Director
Ms. MaryAnne Ellinger	-	Head of Business and Personnel
Mrs. Christina Blount	-	Administrative Assistant
Mrs. Nancy Basile	-	Business Office Manager

CALL TO ORDER

The meeting was called to order at 6:00 p.m. by Mr. Hocter.

ANNUAL AUDIT PRESENTATION

Mr. Michael Nawrocki and Mr. John Castles of Nawrocki Smith LLP made a presentation to the Board of Trustees concerning the audit of the finances of the Middle Country Public Library for the year ending June 30, 2020.

APPROVAL OF MINUTES

A motion was made by Mrs. Mitnick, seconded by Mr. Harrington, to approve the minutes of the board meeting held on September 16, 2020.

Motion carried unanimously.

CORRESPONDENCE

(Attached)

September 16, 2020 - Letter from Sophia Serlis-McPhillips re: result of the canvas of the vote held on September 15, 2020.

FINANCIAL AUDIT - FISCAL YEAR 2019/2020

A motion was made by Mr. McMullin, seconded by Mr. Harrington, to accept the financial audit for fiscal year 2019/2020 prepared by the accounting firm of Nawrocki Smith, LLP.

Motion carried unanimously.

VITAL-DIGITAL ASSET MANAGEMENT SYSTEM

A motion was made by Mr. Hoctor, seconded by Mrs. Mitnick, to purchase Vital-Digital Asset management system from Innovative Interfaces, a sole source provider, to replace our current ContentPro software, which is no longer available. The subscription fee is \$8,700 annually. There is a one- time implementation fee of \$13,000 for set up and migration from ContentPro.

Motion carried unanimously.

CHAIR PURCHASE SELDEN BUILDING

A motion was made by Mr. McMullin, seconded by Mrs. Schott, to accept the following quote from Exemplis LLC to provide 100 chairs and 2 stacking carts for the Selden building, New York State contract PC-68328 in the amount of \$10,346.40.

Motion carried unanimously.

MCPL WIRELESS NETWORK POLICY

A motion was made by Mr. Harrington, seconded by Mr. McMullin, to accept the MCPL Wireless Network Policy as follows:

MCPL WIRELESS NETWORK POLICY

You may not use the Library's wireless networks to break the law. The use of the Library's wireless networks to commit any crime, including copyright violation, is strictly prohibited.

While the Library makes every effort to keep our wireless networks as secure as possible, as open, public networks the Library cannot guarantee the security of your device while you are connected. Information sent to and from your device can be captured by anyone else with a wireless device and the appropriate software. It is up to the user to make sure their device is secured.

Library staff can provide only limited technical assistance, and no guarantee can be provided that you will be able to connect your device to the Library's networks or that the network will be available.

The Library assumes no responsibility for the safety and security of equipment and data

resulting from connection to the Library's networks.

The Library's wireless networks are open to all users, regardless of limitations or restrictions on their library account.

The Library cannot guarantee that children and youth will not access inappropriate web sites. We recommend that parents/legal guardian take an active interest in, and responsibility for, their children's Internet use.

The Library assumes no responsibility for costs, liabilities, claims, or damages arising from the use of the Internet.

All use of the Library's wireless networks must adhere to the Library's *Patron Behavior Policy* and *Internet Use Policy*.

Motion carried unanimously.

APPROVAL OF PAYROLLS & WARRANTS

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

payrolls:

September 4, 2020	\$247,591.39
September 18, 2020	\$241,146.99

monthly warrant:

Warrant #3 dated September 18, 2020	\$ 21,789.72
Warrant #4 dated October 2, 16, & 21, 2020	\$741,355.01

Motion carried unanimously.

APPROVAL OF PERSONNEL REPORT

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

Motion carried unanimously.

ADJOURNMENT

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

Motion carried unanimously.

Meeting adjourned at 6:36 p.m.