

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES  
of the  
MIDDLE COUNTRY PUBLIC LIBRARY  
December 16, 2020

The regular meeting of the Board of Trustees of the Middle Country Public Library was held on December 16, 2020 at the Centereach building.

Attendance was as follows:

Mr. John Hoctor	-	President
Mr. Edward McMullin	-	Vice-President
Mr. Ronald Harrington	-	Member
Mrs. Jacqueline Schott	-	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 November 18, 2020.

Motion carried unanimously.

EXECUTIVE SESSION

A motion was made by Mr. Hoctor, seconded by Mr. Harrington, that the Board move into executive session at 10:01 a.m. for personnel matters.

Motion carried unanimously.

A motion was made by Mr. McMullin, seconded by Mr. Harrington, that the Board conclude executive session at 10:10 a.m.

Motion carried unanimously.

#### LIBRARY VOTE AND TRUSTEE ELECTION 2021

A motion was made by Mr. Hoctor, seconded by Mr. Harrington, that the annual election for library trustee and the library budget vote be held at the library in Centereach on Tuesday, April 6, 2021 between the hours of 9:30 a.m. and 9:00 p.m., and that registration for the library vote be held on Tuesday, March 30, 2021, between the hours of 2:00 p.m. and 9:00 p.m.

Motion carried unanimously.

#### IT CONSULTANT APPOINTMENT

A motion was made by Mrs. Schott, seconded by Mr. McMullin to rescind the motion passed at the November 18, 2020 Board of Trustees meeting appointing James Matias as an IT Consultant for the Library effective November 21, 2020. Mr. Matias' duties will include network administration of existing hardware, software and Linux operating systems, purchasing recommendations ( if applicable), intermediate and advanced level problem support services, applicable training for staff to maintain services, hardware and/or software migration projects, and custom computer programming of existing web applications.

Motion carried unanimously.

#### SALARY ADJUSTMENTS

A motion was made by Mr. McMullin, seconded by Mr. Harrington, to approve a salary increase of 10% for James Matias effective January 6, 2021 for additional duties with the Library's IT infrastructure, network administration, training of staff, and custom computer programming.

Motion carried unanimously.

#### RECOGNITION STIPEND

A motion was made by Mrs. Schott, seconded by Mr. McMullin, to grant Elizabeth Malafi a \$1000 stipend in recognition of her implementation of the first virtual Women's

Expo.

Motion carried unanimously.

EQUIPMENT USE – AUTHORIZED STAFF

A motion was made by Mr. Harrington, seconded by Mrs. Schott, for fiscal year July 1, 2020 through June 30, 2021, the following positions are authorized the use of Library equipment as listed below. Staff are required to reimburse the Library for personal use of the equipment. The Library will reimburse staff for personal use of their phone at 50%.

Library Vehicle and Phones  
Facilities Manager  
Custodian I and II  
Cellular Phones Personal  
Director  
Assistant Directors  
Coordinator for Family Place & Early Childhood Services  
Coordinator of Computer Services & Technology

Motion carried unanimously.

APPROVAL OF PAYROLLS & WARRANTS

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

payrolls:	
November 13, 2020	\$254,072.97
November 27, 2020	\$258,869.68

monthly warrant:	
Warrant #5 dated November 27, 2020	\$ 18,471.96
Warrant #6 dated December 11 & 16, 2020	\$484,129.68

Motion carried unanimously.

APPROVAL OF PERSONNEL REPORT

A motion was made by Mr. Hctor, seconded by Mr. Harrington, to approve the Report of Personnel Changes, dated November 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 10:20 a.m.