

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
of the
MIDDLE COUNTRY PUBLIC LIBRARY
November 20, 2020

The regular meeting of the Board of Trustees of the Middle Country Public Library was held on November 20, 2020 at the Centereach Building.

Attendance was as follows:

Mr. John Hoctor	-	President
Mr. Edward McMullin	-	Vice-President
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 11:01 a.m. by Mr. Hoctor.

APPROVAL OF MINUTES

A motion was made by Mr. Hoctor, seconded by Mrs. Schott, to approve the minutes of the board meeting held on October 21, 2020.

Motion carried unanimously.

CORRESPONDENCE

(Attached)

November 5, 2020-SCLS Director K. Verbese re: Trustee vote and SCLS 2021 operating budget.

EXECUTIVE SESSION

A motion was made by Mr. Hoctor, seconded by Mrs. Schott that the Board move into executive session at 11:02 a.m. to discuss salary scales and increments.

Motion carried unanimously.

A motion was made by Mr. Hctor, seconded by Mr. McMullin, that the Board conclude executive session at 11:15 a.m.

Motion carried unanimously.

IT CONSULTANT APPOINTMENT

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

NETWORK AND SYSTEMS POSITIONS

A motion was made by Mr. Hctor, seconded by Mr. McMullin, to establish a permanent full-time Network and Systems Administrator position to be paid on the Professional Scale, Pay Grade 11, and a permanent full time Network and Systems Coordinator to be paid on the Professional Scale, Pay Grade 13.

Motion carried unanimously.

SALARY SCALE INCREASE 2021

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

A 2 % Cost of Living increase for all Professional and Non-Professional staff and part time staff, except Pages, awarded on the employee's increment date or on January 1 for those employees off scale.

Pages will receive the 2021 minimum wage rate of \$14.00 per hour, with no cost of living increase.

All increases become effective January 1, 2020.

Motion carried unanimously.

PAY STEP CHANGE

A motion was made by Mr. Hctor, seconded by Mrs. Schott, to approve a pay step change for Christina Blount to Non-Professional Grade 16, Step 2 for additional duties related to business and personnel, effective January 3, 2021.

Motion carried unanimously.

SUFFOLK COOPERATIVE LIBRARY SYSTEM 2021 OPERATING BUDGET

A motion was made by Mr. McMullin, seconded by Mr. Hctor, to approve the 2021 Suffolk Cooperative Library System Operating Budget.

Motion carried unanimously.

USED LIBRARY EQUIPMENT PURCHASE

A motion was made by Mrs. Schott, seconded by Mr. McMullin, to approve the purchase of a Google Pixel phone and case (estimated value \$109), by the Librarian III for Computer and Technical Services for the purchase price of \$109 with said items removed from inventory.

Motion carried unanimously.

FOUNDATION FUNDS ACCEPTANCE

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

Middle Country Library Foundation	
Family Place	\$ 20,000.00

Motion carried unanimously.

APPROVAL OF PAYROLLS & WARRANTS

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

payrolls:	
October 2, 2020	\$253,767.36
October 16, 2020	\$253,482.89
October 30, 2020	\$253,926.09

monthly warrant:

Warrant #4 dated September 18, 2020	\$ 21,065.81
Warrant #5 dated November 13 & 18, 2020	\$365,226.35

Motion carried unanimously.

APPROVAL OF PERSONNEL REPORT

A motion was made by Mr. McMullin, seconded by Mrs. Schott, to approve the Report of Personnel Changes dated October 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 11:35 a.m.