

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
of the
MIDDLE COUNTRY PUBLIC LIBRARY
January 20, 2021

The regular meeting of the Board of Trustees of the Middle Country Public Library was held on January 20, 2021 at the Centereach building.

Attendance was as follows:

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|------------------------|---|----------------|
| Mr. John Hoctor | - | President |
| Mr. Edward McMullin | - | Vice-President |
| Mrs. Jacqueline Schott | - | Member |
| Mr. Ronald Harrington | - | Member |
| Mrs. Lisa Mitnick | - | Member |

Staff:

| | | |
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| Mrs. Sophia Serlis-McPhillips | - | Director |
| Mr. Ryan Gessner | - | Assistant Director |
| Mrs. Tracy LaStella | - | 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 6:31 p.m. by Mr. Hoctor.

APPROVAL OF MINUTES

A motion was made by Mr. McMullin, seconded by Mr. Harrington, to approve the minutes of the board meeting held December 16, 2020.

Motion carried unanimously.

EXECUTIVE SESSION

A motion was made by Mr. Harrington, seconded by Mrs. Schott that the Board move into executive session at 6:32 p.m. for matters of personnel.

Motion carried unanimously.

A motion was made by Mr. Hocter, seconded by Mrs. Mitnick that the Board conclude executive session at 6:44 p.m.

Motion carried unanimously.

REPORT OF THE DIRECTOR

Mrs. Serlis-McPhillips updated the Board on the plans for the Centereach Adult Design project. Construction should begin soon.

PROPOSED ESTIMATED EXPENDITURES

The board reviewed the proposed 2021/2021 budget. Final approval of the estimated expenditures will take place at the February meeting.

BID APPROVALS-CENTEREACH GREAT ROOM CONSTRUCTION PROJECT NYS ED PROJECT # 6020-006:

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

W.J. Northbridge Construction for \$1,641,500 as that of the lowest possible bidder for General Construction: Contract #1;
Hartcorn Plumbing & Heating Inc. for \$52,000 as that of the lowest possible bidder for Plumbing Contract: Contract #2;
HVAC, Inc. for \$201,000 as that of the lowest possible bidder for Mechanical: Contract #3;
Palace Electrical Contractors, Inc. for \$454,000 as that of the lowest possible bidder for Electrical Contract: Contract #4.

Motion carried unanimously.

MICRO-CLUSTER PLAN

A motion was made by Mrs. Mitnick, seconded by Mrs. Schott, to approve the Middle Country Public Library COVID-19 Micro-Cluster Plan as follows:

Middle Country Public Library COVID-19 Micro-Cluster Plan (Draft)

1. Statement of Purpose

In an effort to identify small geographic areas where the spread of the NOVEL Coronavirus (COVID-19) has reach levels requiring additional State action, the State of New York (NYS) has put in place a *Micro-Cluster Strategy (Strategy)*. This *Strategy* contains five key processes: Monitor Data, Identify Area of Concern

& Create Specific Geographic Focus Areas; Implement Cluster Zone Focus Area to Control the Virus; Review Data; and Adjust Restrictions.

Further, NYS has developed a *Micro-Cluster Approach*, whereby cluster identification is more targeted and identifies data in a small geographic area where COVID-19 spread has reached levels requiring additional State action. This approach is based on a variety of factors including: Testing, Hospitalizations, Geographic Considerations, and other Epidemiological Factors as defined by the NYS Department of Health.

Areas experiencing a concerning increase in COVID-19 spread may be designated as requiring placement into a Micro-Cluster Focus Zone: Red Zone, Orange Zone, or Yellow Zone.

Information regarding the *Strategy* is attached as Appendix A and can also be found at:

https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/MicroCluster_Metrics_10.21.20_FINAL.pdf.

As a public employer in New York State, Middle Country Public Library recognizes its responsibility to have a COVID-19 Micro-Cluster Plan (Plan) to address library operations in areas designated as a Micro-Cluster Focus Zone.

2. Applicability

This Plan is applicable to Middle Country Public Library, 101 Eastwood Blvd., Centereach, NY 11720 and 575 Middle Country Rd, Selden, NY 11795.

3. Middle Country Public Library Plan

The Library will cooperate with New York State, Suffolk County and local government officials.

For the purposes of implementing this Plan, the Library will be identified as a *Business* under the *Micro-Cluster Type of Activity*.

If a *Micro-Cluster Focus Zone* is defined within the borders of the Middle Country Public Library service district, the Library will respond as follows:

Yellow Zone

- The library buildings will continue to be open to the public but services, procedures, hours of operation, employee schedules, and capacity limits may be modified as deemed necessary by the Library Director.
- Staff will continue to report to the library.
- Updates regarding library services would be shared through the library's website, social media, and email newsletter.

Orange Zone

- The library buildings will be closed to the public.
- Staff will continue to report to the library unless assigned to work remotely by the Library Director.
- Holds can still be placed and library materials can be obtained through curbside pickup.
- Returns can be accepted through drive up returns.
- Patrons can renew library cards or obtain temporary cards online, and can contact customer service by phone, chat, or email.
- Patron expiration dates and item due dates will be moved forward as necessary.
- Library programs will continue to be offered virtually.
- Library staff will offer reference over the phone, email, and chat widget on website.
- Library databases and downloadable books and media will continue to be available through the MCPL website.
- Updates regarding library services would be shared through the library's website, social media, and email newsletter.

Red Zone

- The library's buildings will be closed to the public.
- Essential staff, as designated by the Library Director, may report to the library, as permitted by state and local authorities; non-essential staff may be assigned to work remotely.
- Curbside pickup and drive-up returns will not be available.
- Holds can still be placed, but materials will not be available for pickup until curbside service resumes.
- Library programs will continue to be offered virtually.
- Patrons can renew library cards or obtain temporary cards online, and can contact customer service by chat or email.
- Library card expiration dates and item due dates will be moved forward as necessary.
- Library staff will offer reference through email and chat widget.
- Library databases and downloadable books and media will continue to be available through the MCPL website.

- Updates regarding library services would be shared through the library's website, social media, and email newsletter.

Motion carried unanimously.

MARCH 2021 BOARD MEETING

A motion was made by Mr. McMullin, seconded by Mrs. Mitnick, that the March 2021 board meeting date be March 24, 2021 at 6:30 p.m. in accordance with the NYS Education law requiring budget hearings to be held no more than 14 days nor less than 7 days before the date of the annual meeting, budget vote and election which will be held on April 6, 2021.

Motion carried unanimously.

MANAGED PRINT SERVICES

A motion was made by Mr. Hoctor, seconded by Mrs. Mitnick, to approve a 3 year managed print service contract with Toshiba Business Solutions on a pay per print page (\$0.008/page B&W, \$0.054/page Color) which includes OEM toner, maintenance, parts and repairs on all laser printers, and OEM toner for inkjet printers, Suffolk County # MPS103020.

Motion carried unanimously.

APPROVAL OF PAYROLLS & WARRANTS

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

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|-------------------|--------------|
| payrolls: | |
| December 11, 2020 | \$251,352.15 |
| December 24, 2020 | \$266,181.30 |

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|---------------------------------------|--------------|
| monthly warrant: | |
| Warrant #6 dated December 24, 2020 | \$ 21,987.42 |
| Warrant #7 dated January 6 & 20, 2021 | \$302,687.65 |

Motion carried unanimously.

APPROVAL OF PERSONNEL REPORT

A motion was made by Mr. Harrington, seconded by Mr. McMullin, to approve the Report of Personnel Changes, dated December 31, 2020.

Motion carried unanimously.

ADJOURNMENT

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

Motion carried unanimously.

Meeting adjourned at 7:05 p.m.