

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
of the
MIDDLE COUNTRY PUBLIC LIBRARY
March 24, 2021

The meeting of the Board of Trustees of the Middle Country Public Library was held on March 24, 2021 at the Library in Centereach.

Attendance was as follows:

Mr. John Hocter	-	President
Mr. Edward McMullin	-	Vice-President
Mrs. Jacqueline Schott	-	Member
Mr. Ronald Harrington	-	Member

Staff:

Mrs. Sophia Serlis-McPhillips	-	Director
Mr. Ryan Gessner	-	Assistant Director
Mrs. Tracy LaStella	-	Assistant Director
Ms. MaryAnne Ellinger	-	Head of Business & Personnel
Ms. Christina Blount	-	Administrative Assistant

CALL TO ORDER

The meeting was called to order at 6:30 p.m. by Mr. Hocter.

APPROVAL OF MINUTES

A motion was made by Mr. McMullin, seconded by Mr. Harrington, to approve the minutes of the board meeting held February 17, 2021.

Motion carried unanimously.

CORRESPONDENCE

(Attached)

Letter from SCLA regarding trustee membership.

EXECUTIVE SESSION

A motion was made by Mr. McMullin, 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. Harrington, seconded by Mrs. Schott, that the Board conclude executive session at 6:45 p.m.

Motion carried unanimously.

REPORT OF THE DIRECTOR

Mrs. Serlis-McPhillips updated the Board on the status of the Great Room Construction Project. Construction. The contractors are working well together and construction timeline is on target.

DIRECTOR'S CONTRACT

A motion was made by Mr. Hoctor, seconded by Mr. McMullin, that the contract between the Library Board of Trustees and Sophia Serlis-McPhillips, the Library Director, for the period commencing April 1, 2021 and ending March 31, 2025, be approved, and that the President of the Library Board of Trustees be authorized to sign said contract on behalf of the Library Board of Trustees.

Motion carried unanimously.

BOARD OF REGISTRATION

A motion was made by Mr. Hoctor, seconded by Mr. McMullin, to approve the personnel appointed by the Elections Clerk to serve as a Board of Registration on Tuesday, March 30, 2021:

Beth Finn
Sara Calderone
Kim Cappisillo
Darlene Hartman

Motion carried unanimously.

BOARD OF ELECTION

A motion was made by Mrs. Schott, seconded by Mr. Harrington, 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, April 6, 2021, be approved:

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

Melanie Hackbarth
Patricia Hanlon
Darlene Hartman
Debra Hirschfeld
Pat Knespler
Regina Moloney
Janet Ross
Elizabeth Salerno
Tracey Vosilla

Motion carried unanimously.

NYS ANNUAL REPORT 2019/2020

A motion was made by Mr. Hoctor, seconded by Mr. McMullin, to accept the NYS Annual Report for Public and Association Libraries for fiscal year 2019/2020.

Motion carried unanimously.

PUBLIC EMPLOYER HEALTH EMERGENCY PLAN

A motion was made by Mrs. Schott, seconded by Mr. McMullin, to accept the Public Employer Health Emergency Plan.

Motion carried unanimously.

JULY 4, 2021 OBSERVANCE

A motion was made by Mr. Hoctor, seconded by Mrs. Schott, to close the Library on Monday, July 5, 2021 in observance of Independence Day, July 4, 2021 which falls on a Sunday.

Motion carried unanimously.

SEPTEMBER 2021 BOARD MEETING

A motion was made by Mr. Harrington, seconded by Mr. McMullin, that the September

15, 2021 board meeting time be changed to 10:00 a.m. due to Yom Kippur.

Motion carried unanimously.

PETTY CASH FUND POLICY

A motion was made by Mrs. Schott, seconded by Mr. McMullin, to revise the Petty Cash Fund Policy as follows:

A petty cash fund has been established, in the amount of \$1, 720, to enable the Library to operate in an efficient manner. The petty cash fund may be used for normal operating expenditures limited to \$100 for any one expenditure. Some items may include change for cash registers and copy machines, books, materials, postage, programs, supplies, maintenance and travel reimbursement.

Motion carried unanimously.

APPROVAL OF PAYROLLS & WARRANTS

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

payrolls:

February 5, 2021	\$262,514.94
February 19, 2021	\$269,486.22

monthly warrant:

Warrant #8 dated February 19, 2021	\$ 18,025.37
Warrant #9 dated March 5, 19 & 24, 2021	\$540,862.07

Motion carried unanimously.

APPROVAL OF PERSONNEL REPORT

A motion was made by Mr. Hoctor, seconded by Mr. Harrington, to accept the Report of Personnel Changes, dated February 28, 2021

Motion carried unanimously.

BUDGET INFORMATION MEETING

The budget information meeting was held at 7:00 p.m. No one from the public attended.

ADJOURNMENT

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

Motion carried unanimously.

Meeting adjourned at 7:07 p.m.