

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES  
of the  
MIDDLE COUNTRY PUBLIC LIBRARY  
April 21, 2021

The regular meeting of the Board of Trustees of the Middle Country Public Library was held on April 21, 2021 at the Library in Centereach.

Attendance was as follows:

Mr. John Hoctor	-	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 6:33 p.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 on March 24, 2021.

Motion carried unanimously.

CORRESPONDENCE

(Attached)

April 7, 2021 - Letter from Sophia Serlis-McPhillips re: result of the canvas of the vote held on April 6, 2021.

EXECUTIVE SESSION

A motion was made by Mr. Hoctor, seconded by Mr. McMullin that the Board move into executive session at 6:35 p.m. for matters of personnel.

Motion carried unanimously.

A motion was made by Mr. Hocter, seconded by Mr. McMullin, that the Board conclude executive session at 6:51 p.m.

Motion carried unanimously.

#### REPORT OF THE DIRECTOR

Director updated the Board on the Great Room Construction Project.

#### ARCHITECTURAL ADVISORY SERVICES

A motion was made by Mr. Harrington, seconded by Mrs. Schott, to approve the proposal from J R KELLER LLC for professional advisory services for the Centereach Children's Area, Café Implementation and Signage Design at a cost not to exceed \$13,800.

Motion carried unanimously.

#### SIGNAGE AND ENVIRONMENTAL GRAPHIC DESIGN SERVICES

A motion was made by Mr. McMullin, seconded by Mr. Harrington, to accept the quote from Kent Design of \$7,280 to address the signage and environmental graphic needs associated with renovations and additions to the Centereach Great Room and Children's Area. Services include programming, schematic design: design development, documentation and implementation coordination for interior signage and environmental graphics. Components include; a custom clock face, café signage to include area identification and menu boards, custom wallpaper, staff point desk signs, room identification signage within the updated public spaces, and collections identification.

Motion carried unanimously.

#### EPILOG FUSIONEDGE LASER ENGRAVER

A motion was made by Mrs. Schott, seconded by Mr. McMullin, to purchase an Epilog FusionEdge 12 40W Laser Engraver, including Exhaust Blower, Air Assist Pump, Training, and Shipping for the Innovation Space from Best Equipment Sales Company, as the lowest, responsible bidder at a cost of \$15,995.

Motion carried unanimously.

#### SELDEN DOORS REPLACEMENT

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

the quote from RENU Contracting & Restoration to replace and finish 5 corridor doors in the Selden building, Bay Shore UFSD General Building maintenance contract at a cost of \$21,910.

Motion carried unanimously.

#### SELDEN WALLS REFURBISHED

A motion was made by Mrs. Schott, seconded by Mr. Harrington, to approve the quote from RENU Contracting & Restoration to remove plaster walls in the program corridor and replace with sheetrock in the Selden building, Bay Shore UFSD General Building maintenance contract at a cost of \$28,827.

Motion carried unanimously.

#### HVAC MAINTENANCE AND SERVICE CONTRACT EXTENSION

A motion was made by Mr. Hctor, seconded by Mr. Harrington, to extend the services of All Industrial Boiler, Inc. dba Island Industrial Boiler for a maintenance and service contract for heating and air conditioning from May 1, 2021 through April 30, 2022 per the Smithtown Central School District contract (PRC# 2017012974). The contract may be extended up to 3 years at an increased hourly rate not more than the annual CPI.

Motion carried unanimously.

#### LANDSCAPING BID EXTENSION

A motion was made by Mr. McMullin, seconded by Mrs. Schott, to extend landscaping bid for 2021, originally approved by the board of Trustees on February 21, 2018 with Del Graz Enterprises, Inc. dba R&R Landscaping, as that of the lowest possible responsible bidder in the amount of \$23,800 for landscaping services at the Centereach and Selden buildings.

Motion carried unanimously.

#### FOUNDATION FUNDS ACCEPTANCE

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

Middle Country Library Foundation	
211 Long Island Database	\$15,000.00
MCPL Family Center	\$ 5,000.00
Parent Child Home Program	\$ 3,500.00
Nature Explorium	\$ 3,000.00

Miller Business Center	\$ 2,000.00
MCPL Staff Appreciation	\$ 1,000.00
TD Charitable Foundation Nature Explorium	\$ 4,500.00
New York Community Bank Foundation Family Center	\$ 4,000.00
New York State School Facilities Association Nature Explorium	\$ 500.00
Sandy River Charitable Foundation Family Place	\$20,780.00

Motion carried unanimously.

#### APPROVAL OF PAYROLLS & WARRANTS

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

payrolls:

March 5, 2021	\$267,064.24
March 19, 2021	\$257,189.84

monthly warrant:

Warrant #10 dated April 2, 16 & 21, 2021	\$666,418.64
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Motion carried unanimously.

#### APPROVAL OF PERSONNEL REPORT

A motion was made by Mr. Hctor, seconded by Mrs. Schott, to approve the Report of Personnel Changes, dated March 31, 2021.

Motion carried unanimously.

#### ADJOURNMENT

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

Motion carried unanimously.

Meeting adjourned at 7:13 p.m.

