

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

The annual meeting of the Board of Trustees of the Middle Country Public Library was held on July 21, 2021 at the Centereach Building.

Attendance was as follows:

Mr. John C. Hctor	-	President
Mr. Edward McMullin	-	Vice-President
Mrs. Lisa Mitnick	-	Member

Staff:

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

CALL TO ORDER

The meeting was called to order at 6:32 p.m. by Mr. Hctor.

APPROVAL OF MINUTES

A motion was made by Mr. McMullin, seconded by Mrs. Mitnick, to approve the minutes of the board meeting held on June 23, 2021.

Motion carried unanimously.

EXECUTIVE SESSION

A motion was made by Mr. Hctor, seconded by Mr. McMullin, that the Board move into executive session at 6:33 p.m. to discuss Section 75 proceedings.

Motion carried unanimously.

A motion was made by Mr. Hctor, seconded by Mr. McMullin that the Board conclude executive session at 6:55 p.m.

Motion carried unanimously.

REPORT OF THE DIRECTOR

The Director updated the Board on the Great Room Adult Services construction project. There is a delay with the light fixtures hence a delay in construction. Construction should resume soon.

CIVIL SERVICE SECTION 75 RESOLUTION

A resolution was offered by Mrs. Mitnick, and seconded by Mr. Hctor, that

WHEREAS, Director Sophia Serlis-McPhillips has presented to the board certain Charges and Specifications against a Library Clerk and

WHEREAS, the Board of Trustees desires to provide the employee with the due process protections provided for under section 75 of the N.Y. Civil Service Law to consider all matters pertaining to the preferred Charges and Specifications and any stigmatizing effects such Charges and Specifications may incur;

NOW, THEREFORE, IT IS HEREBY RESOLVED:

that the preferred Charges and Specifications attached to the Notice of Hearing are to be served upon the respondent employee; that she is to be suspended without pay for a period of 30 days from the date of service and during the course of the hearing procedures; and that the Hon. Anne Leahey, Esq. is appointed as hearing officer to consider and make "Findings of Fact and Recommendations" to the Board subsequent to the completion of the hearing.

Motion carried unanimously.

ANNUAL MOTIONS

A motion was made by Mr. McMullin, seconded by Mr. Hctor, to approve the following annual motions for the fiscal year July 1, 2021 through June 30, 2022:

DEPOSITORY

Primary Depositories
BankUnited
Secondary Depositories
Flushing Bank

NEWSPAPERS

The Brookhaven Review and
The Times of Middle Country

APPOINTMENTS

Attorney - Kevin Seaman
Treasurer - William Rothaar
External Auditor - Nawrocki Smith, LLP

Claims Auditor - Frank Verdone
Insurance Broker - Joseph Price
Election Clerk - Beth Finn
Records Management Officer – MaryAnne Ellinger

APPROVED SIGNATORIES

President of the Board of Trustees of Middle Country Public Library
Director of the Middle Country Public Library

AUTHORIZED CHECK SIGNATORIES

President of the Board of Trustees of Middle Country Public Library
Director of the Middle Country Public Library
Treasurer

INVESTMENT POLICY

Middle Country Public Library Investment Policy

TAX SHELTERED ANNUITY PRODUCTS

The American Funds Group
Invesco (formerly Oppenheimer Funds)
New York State Tax Deferred Compensation Plan

MEAL REIMBURSEMENT

Per meal: Breakfast - \$25
Lunch - \$40
Dinner - \$75

CREDIT CARD - AUTHORIZED STAFF

American Express

Director
Assistant Directors

Bank of America Visa

Director
Assistant Director for Operations
Coordinator for Family Place & Early Childhood Services

Home Depot/Exxon Mobil

Facilities Manager
Custodian I & II

EQUIPMENT USE – AUTHORIZED STAFF

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.

LIBRARY ATTORNEY RETAINER

A motion was made by Mrs. Mitnick, seconded by Mr. McMullin, to approve the annual retainer of Kevin Seaman, the library's attorney, in the amount of \$18,000 for fiscal year 2021/2022.

Motion carried unanimously.

PUBLIC RELATIONS SERVICES-SYNTAX COMMUNICATION

A motion was made by Mr. Hocter, seconded by Mr. McMullin, to approve a contract for \$11,000 with Syntax Communication for public relations services for fiscal year 2021/2022 and to approve an amount not to exceed \$10,000 for special projects for the same time period.

Motion carried unanimously.

PROGRAM POLICY

A motion was made by Mrs. Mitnick, seconded by Mr. McMullin, to approve the proposed Program Policy as follows:

The Middle Country Public Library supports its mission by providing access to a wide range of programs that meet the needs of a diverse community and by developing Library programs that offer opportunities for learning, education and entertainment. Programming is an integral component of Library service that provides the following enhancement to the Library's offerings:

- Introduces attendees to Library resources and materials
- Provides opportunities for lifelong learning

- Raises the awareness and visibility of the Library to the community
- Expands the Library's role as a cultural and community center
- Extends outreach for underserved populations
- Provides entertainment

Librarians will use the following criteria in making decisions regarding program topics and speakers:

- Community needs and interests
- Relationship to Library collections, resources, services and events
- Historical or educational significance
- Connections to other community programs, exhibits or events
- Presenter expertise and/or public performance experience
- Presentation quality
- Budget
- Availability of space

Unsolicited offers from individuals and organizations to present programs will be evaluated under the same considerations used when planning library programming. Such programming opportunities should further the mission, vision and values of the Library as outlined in this policy.

Library programs may not be used for commercial or partisan purposes, or for the solicitation of business.

External organizations or individuals partnering with the Library on programs must coordinate marketing efforts with the Library.

The Library reserves the right to use video or photographs taken of program participants for internal use, publication, use in Library promotional outlets, and evaluation purposes.

Library staff will obtain permission from a parent before photographing children or teens.

Registration is required for planning purposes or when space is limited. Registration will take place online at www.mcplibrary.org, in person at Centereach or Selden or by calling (631) 585-9393. Programs may be held on site or at an off-site location.

We do maintain waiting lists in the event a patron needs to cancel. In that case, patrons on the waiting list will be called in the order of placement on each waiting list.

Should the Library need to cancel a program/event due to weather conditions or other unforeseen circumstances, the Library will be under no obligation to make up the missed event.

Registration Requirements:

- A valid MCPL library card for each patron (adult, teens and children) is required at time of registration.
- Patrons can register another patron if they possess that patron's library card.
- Caregivers who live in the district may register an out-of-district child that they care for with the caregiver's MCPL library card.
- Patrons must be 14 years or older to attend Adult programs, unless otherwise noted.

- Registration is non-transferable.
- Fee-based programs require payment within three days of registration or registration will be cancelled, unless otherwise noted.
- Program fees are not refundable.
- High demand library programs may be limited to district residents, as determined by the Library Director or his/her designee.
- Out-of-district patrons with a valid card from their home library may attend specific programs designated as open to out-of-district in the MCPL Quarterly.
- Registrations for children must be completed with their own MCPL card. Library cards are available to children beginning at birth. Caregivers registering for out-of-district children must use the caregiver's MCPL card to register.
- For family programs and performances, one MCPL card can hold multiple spots in the program (i.e. Family Programs, Sunday Performance, etc.).
- For the most up-to-date registration and program information, patrons should visit www.mcplibrary.org/programs or call (631) 585-9393.

Program Fees:

The Library will charge fees for programs in the following circumstances:

- Materials of significant cost are used to produce an item which becomes the personal property of the participant.
- Participants receive print or non-print educational materials which become their personal property.
- The program is a trip that involves a specific cost for transportation, meals and/or admissions for each participant.
- Participants receive an attendance or completion certificate which can be used for their personal benefit.

Extenuating circumstances may prompt patrons to request a refund of fees. Those patrons are required to complete the Library's designated refund form. All refunds must be approved by the Library Director or his/her designee. Approved refunds will be issued by check after the next library Board of Trustees meeting.

Trips:

- Patrons may register themselves and one guest.
- Patrons under the age of 18 must be accompanied by an adult.
- Out-of-district registration will take place 10 days after in-district registration, space permitting.
- All trips depart at the scheduled time and will not wait for late arrivals.

- Our contracted bus companies must comply with US Department of Transportation Hours of Service regulations, which may result in the group ending a trip earlier than expected. Bus drivers are not able to deviate from the approved itinerary and route.

Guidelines for Children's Programs

Registration and Attendance:

- Programs are often planned to accommodate a limited number of children. This is done to ensure that children receive the attention warranted and benefit from the activities in the program as well as limited space and materials.
- Most programs are advertised for specific ages of children. These programs have been planned so that they are developmentally appropriate for children of that age. Please understand that limitations are important and are implemented for the benefit of all the children.
- Educational Resource Center (ERC) library card holders may only register for designated ERC programs.

Parental Supervision during Library Programs:

- Parents or caregivers of children of preschool age or younger are required to remain in the program with the child. Parents or caregivers of children in Kindergarten through fifth grade are required to remain in the Library while their child is attending a program.

Guidelines for Teen Programs:

- Teen programs are designated for Middle Country Public Library card holders in the 6th-12th grade.
- Friday Night Teen program participants are required to follow the teen Friday night *Rules of the Room* and sign a Parent/Teen Contract along with a parent or guardian stating they understand the rules in accordance with library policy.
- Select teen programs may be offered at off-site locations. Any teen trips scheduled off-site require a permission slip to be signed by a parent or guardian.
- Teens with a valid Middle Country Public Library card meeting specific age requirements for each volunteer program can register for and participate in teen community service offerings.
- Buddy volunteer programs require teens to register for and attend one session of the "Buddy Training Program" to be eligible to participate.
- Select community service programs and clubs require teens to complete the application process.

Circumstances Not Covered

The Library Director or his/her designee will resolve any circumstance not specifically

covered above.

The Middle Country Public Library welcomes people with disabilities to participate in our programs to the extent the Library is able to provide an accommodation necessary to allow for participation.

Motion carried unanimously.

UNATTENDED CHILDREN POLICY REVISED

A motion was made by Mrs. Mitnick, seconded by Mr. McMullin, to revise the Unattended Children policy as follows:

Middle Country Public Library welcomes patrons of all ages to use its facilities and services. Responsibility for children (under 18 years of age) using the Library rests with the parent/guardian or caregiver and the Library cannot guarantee absolute safety to everyone using the Library. Parents are responsible for monitoring the behavior of their children in compliance with the Library's Patron Behavior Policy. Though staff will always respond with care and concern, they cannot assume responsibility for the safety, behavior and comfort of unattended children. Staff cannot be expected to monitor or prevent an unattended child from leaving the building or grounds.

Children 10 years of age and younger must be attended and adequately supervised by a parent, guardian or responsible adult caregiver at all times. Library staff observing unattended children will make reasonable efforts to locate the adult responsible for the child's presence in the Library. If no responsible adult can be reached, staff will notify the police.

Children 11 years of age or older may use the Library unattended provided they are able to maintain proper Library behavior in accordance with the Library's Patron Behavior Policy. If, in the judgment of the staff, an unsupervised child's conduct, age or maturity level or the conduct or age of those with or responsible for the child, exposes the child or others to risk, disrupts the operation of the Library, violates any of the Patron Behavior Policy or requires continual staff intervention, the staff will require that such child leave the Library. If, in the judgment of the staff, the child cannot safely leave the premises without adult supervision due to age, capacity, time of day or other circumstance the staff will attempt to contact the parent/guardian or caregiver and request the child's removal from the Library. If a parent/guardian or caregiver is unavailable proper authorities will be notified.

We ask parents to be familiar with the Library's hours; to make advance arrangements to pick up their children and to inform their child of what action to take in the event of an unexpected Library closing.

If a child of any age remains at the Library at closing time, Library staff will make every reasonable effort to contact the parent/guardian/caregiver. If a child is not picked up within 15 minutes of Library closing, staff will notify the police. Library employees are not permitted to drive a child to another destination, nor to leave a child alone outside the Library.

Violations of this policy are grounds for suspension of Library privileges.

Motion carried unanimously.

CENTEREACH CARPET LOWER LEVEL PURCHASE AND INSTALLATION

A motion was made by Mr. Hctor, seconded by Mrs. Mitnick, to accept the quote from Milburn Flooring for the purchase and installation of carpet for the Lower Level area, in the Centereach building NYS contract PC6778 at a cost of \$39,725.45.

Motion carried unanimously.

CENTEREACH UPPER LEVEL CARPET PURCHASE AND INSTALLATION

A motion was made by Mrs. Mitnick, seconded by Mr. McMullin, to accept the quote from Milburn Flooring for the purchase and installation of carpet for the Upper Level area, in the Centereach building NYS contract PC6778 at a cost of \$62,662.14.

Motion carried unanimously.

AUGUST AND DECEMBER 2021 BOARD MEETING

A motion was made by Mrs. Mitnick, seconded by Mr. Hctor, that the August 18, 2021 and the December 15, 2021 board meeting time be changed to 10:00 a.m.

Motion carried unanimously.

APPROVAL OF PAYROLLS AND WARRANTS

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

payrolls:	
June 25, 2021	\$265,645.21
July 9, 2021	\$360,760.62

monthly warrant:	
Warrant #12 dated June 25 & 30, 2021	\$147,703.92
Warrant #1 dated July 9 & 23, 2021	\$894,509.67

Motion carried unanimously.

APPROVAL OF PERSONNEL REPORT

A motion was made by Mr. Hctor, seconded by Mrs. Mitnick, to approve the Report of Personnel Changes dated June 30, 2021.

Motion carried unanimously.

ADJOURNMENT

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

Motion carried unanimously.

Meeting adjourned at 7:40 p.m.