

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
of the
MIDDLE COUNTRY PUBLIC LIBRARY
June 23, 2021

The regular meeting of the Board of Trustees of the Middle Country Public Library was held on June 23, 2021 at the Centereach building.

Attendance was as follows:

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

Staff:

| | | |
|-------------------------------|---|------------------------------|
| Mrs. Sophia Serlis-McPhillips | - | Director |
| Mrs. Tracy LaStella | - | Assistant 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 6:30 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 May 19, 2021.

Motion carried unanimously.

REPORT OF THE DIRECTOR

The Director updated the Board on the Great Room Adult Services construction project. Ms. Serlis-McPhillips also informed the Board of the NYS and the CDC advisements for the Reopening Plans for the COVID pandemic. Ms. Serlis-McPhillips also spoke with the Board regarding home delivery services.

UPDATED REOPENING PLAN

A motion was made by Mrs. Mitnick, seconded by Mrs. Schott, to update Post Phase 4 of the Middle Country Public Library Reopening Plan as follows:

Updated Post Phase 4 Requirements

Based on CDC guidance and New York State's Reopening Guidance, effective June 14 2021:

- Vaccinated employees are not required to wear a mask. Proof of vaccination must be submitted to MaryAnne Ellinger or Chris Blount.
- Unvaccinated employees are required to wear a mask at all times.
- All unvaccinated library patrons and visitors are required to wear mask at all times. Any unvaccinated patrons refusing to wear a mask will be asked to leave the library.
- Children between the ages of 2 through 11 will wear face coverings at all times, except while in the Nature Explorium.
- All unvaccinated library patrons and visitors will maintain a minimum of six feet distance between themselves and other persons. Anyone refusing to follow proper social distancing guidelines will be asked to leave the library.
- All employees and patrons exhibiting symptoms of COVID-19 should not enter the library.
- Modifications of facilities, services, and programs will be made as required.

Hygiene and Cleaning

- The Library will continue to adhere to hygiene and sanitation requirements from the Centers for Disease Control and Prevention and Department of Health.
- The Library will continue to provide hygiene stations and PPE for personnel.
- Hygiene stations will be available to the public throughout the building.
- The following products will be used to sanitize:
 1. Buckeye Eco One-Step Disinfectant Deodorizer Cleaner
 2. PS 4/7 BP Mister and Vital Oxide Hospital Disinfectant
 3. Sanicare TBX Disinfectant/Cleaner/Deodorizer
 4. Oxivire Tb Wipes

Screening and Contact Tracing

- Unvaccinated employees will be instructed to review the CDC COVID-19 symptoms checklist before each work shift and use the COVID-19 self-reporting and contact tracing app before reporting to work.
- Employees who present COVID-19 symptoms will be sent home and instructed to contact their health care providers for medical assessments and COVID-19 tests. If tested positive, employees may only return to work after completing a 10-day quarantine and providing a release from quarantine/isolation order from a physician or the local department of health.
- Employees who present no symptoms but have tested positive may only return to work after completing a 10-day quarantine and providing a release from quarantine/isolation order from a physician or the local department of health.
- Unvaccinated employees who have had close contact with a confirmed or suspected person with COVID-19 must report it to their supervisors and will be required to

produce notes from their health care provider or local department of health attesting to the fact that it is safe for them to return to work.

Motion carried unanimously.

CENTEREACH CAFÉ GREASE WASTE SYSTEM

A motion was made by Mr. McMullin, seconded by Mrs. Mitnick, to approve the quote from Hartcorn Plumbing & Heating, Inc. for \$150,000 with an additional \$25,000 for any contingencies. Hartcorn will furnish and install a 1500 gallon underground grease interceptor(trap) and a 12' leaching pool on the north side of exiting septic system as per the request of the Department of Health and Waste Water Management. The entire cost of this project will be funded by the H fund.

Motion carried unanimously.

CENTEREACH CARPET PURCHASE AND INSTALLATION

A motion was made by Mrs. Schott, seconded by Mrs. Mitnick, to accept the quote from Milburn Flooring for the purchase and installation of carpet for the Children's Reference area, the 567 area and the Circulation desk area in the Centereach building NYS contract PC6778 a cost of \$109,737.38

Motion carried unanimously.

CENTEREACH CHILDREN'S BATHROOM RENOVATION

A motion was made by Mrs. Mitnick, seconded by Mr. McMullin, to approve the quote from RENU Contracting & Restoration to demolish and renovate the children's bathroom in the Centereach building, Bay Shore UFSD General Building maintenance contract at a cost of \$25,826.

Motion carried unanimously.

PROGRAM CATALOG/ NEWSLETTER PRINTING BID

A motion was made by Mr. Hctor, seconded by Mrs. Schott, to accept the bid of Haig Press, Inc. as that of the lowest responsible bidder, in the amount of \$38,780 for the printing of four issues per year of the program catalog/newsletter for a period of three years.

Motion carried unanimously.

MOTORIZED RIDER VACUUM PURCHASE

A motion was made by Mr. McMullin, seconded by Mrs. Schott, to purchase a Karcher Chariot I Vac AGM/OBC motorized riding vacuum cleaner from Ocean Janitorial Supply, Inc. Eastern BOCES contract 2020-009-0204 at a cost of \$11,358.

Motion carried unanimously.

OBSOLETE EQUIPMENT DISPOSAL

A motion was made by Mr. Hctor, seconded by Mrs. Schott, to remove from inventory the following equipment that is obsolete or incompatible with existing Library computer equipment and to either discard the equipment or offer the equipment to local community agencies.

| <u>Type</u> | <u>MCPL Tag</u> | <u>Model</u> | <u>Serial</u> |
|-------------|-----------------|---|--------------------------|
| Monitor | 7521 | Dell P170 | CNOYVG53728729 7N23VU |
| Monitor | 8560 | HP Touch Screen Monitor L2105TM | 4CU1100020 |
| Networking | 8649 | HP SN3000B 16GB 24/12 FC Switch | USB42420UG |
| Printer | 6503 | HP DeskJet 6940 | |
| Server | 8648 | HP MSA 1040 (Storage Array) | 2S6414B290 |
| Server | 8866 | Hardware - Sierra Application Server C2 | |
| Server | 8867 | Hardware - Sierra Application Server C1 | |
| Server | 8868 | LTO5 Tape Drive for Sierra Application Server | |
| Server | 9324 | HP Proliant ML350p Gen 8 Server | 2M250700GH |
| Server | 9325 | HP Proliant ML350p Gen 8 Server | 2M250700GJ |
| Server | 9400 | Dell PowerEdge R530 | 96S2S52 |
| Server | 9402 | HP Proliant DL360p Gen8 | MXQ52703Z8 |
| Server-Misc | 5814 | MultiModem - MultiTech (Encore Server) | 12806605 |
| Tablet | 8330 | Apple iPad2 | DR5HLBBCDFHW |
| Tablet | 8331 | Apple iPad2 | DR5HL6RCDFHW |
| Tablet | 8332 | Apple iPad2 | DR5HL8ELDFHW |
| Tablet | 8336 | Apple iPad2 | DLXGVCZODFW |
| Tablet | 8337 | Apple iPad2 | DLXGVD1VDFHW |
| Tablet | 8382 | Apple iPad2 | DYTJ51LNDFHW |
| Tablet | 8383 | Apple iPad2 | DYTJ5FGJDFHW |
| Tablet | 8384 | Apple iPad2 | DYTJ65YEDFW |
| Tablet | 8385 | Apple iPad2 | DYTJ660UDFW |
| Tablet | 8386 | Apple iPad2 | DYTJ663ZDFHW |
| Tablet | 8570 | Apple iPad (4th Gen) | DMQKKEAXF182 |
| Tablet | 8571 | Apple iPad (4th Gen) | DMQKKEVGF182 |

| | | | |
|--------|------|----------------------|--------------|
| Tablet | 8572 | Apple iPad (4th Gen) | DMQKKFD5F182 |
| Tablet | 8573 | Apple iPad (4th Gen) | DMQKKFN3F182 |
| Tablet | 8574 | Apple iPad (4th Gen) | DMQKKF3BF182 |
| Tablet | 8575 | Apple iPad (4th Gen) | DMQKKGBUF182 |
| Tablet | 8577 | Apple iPad (4th Gen) | DMQKKGVCF182 |
| Tablet | 8578 | Apple iPad (4th Gen) | DMQKKH00F182 |
| Tablet | 8579 | Apple iPad (4th Gen) | DMQKKTBUF182 |

Motion carried unanimously.

BUDGET TRANSFERS FY 2020-2021

A motion was made by Mrs. Schott, seconded by Mrs. Mitnick, to authorize the following budget transfers for the fiscal year 2020-2021.

| ACCOUNT | INCREASE | DECREASE |
|------------------------------------|-----------------------|------------|
| L403 FURNITURE AND EQUIPMENT | 200,000.00 | |
| L436 CONTRACT WITH OTHER LIBRARIES | 1,965.00 | |
| L415 VISUAL MATERIALS | | 90,000.00 |
| L440 SNOW REMOVAL | | 3,700.00 |
| L442 PROGRAMS | | 7,936.00 |
| L452 REPAIRS TO BLDG & BLDG EQUIP | 360,000.00 | |
| L463 COMPUTER SOFTWARE & SERVICES | 18,000.00 | |
| L9030 SOCIAL SECURITY | | 60,000.00 |
| L9050 UNEMPLOYMENT INSURANCE | 6,195.00 | |
| L9055 DISABILITY INSURANCE | 476.00 | |
| L9060 HEALTH & DENTAL | | 50,000.00 |
| L14101 PROFESSIONAL | | 100,000.00 |
| L1420.1 CLERICAL | | 100,000.00 |
| L1425.1 COMPUTER TECHNICIAN | | 25,000.00 |
| L1430.1 PAGE | | 100,000.00 |
| L1440.1 CUSTODIAL/SECURITY | | 50,000.00 |
| Total Budget Transfer Amount | <u>586,636.00</u> | |

Motion carried unanimously.

RESERVE FOR CAPITAL FUND - FISCAL YEAR 2020/2021

A motion was made by Mr. McMullin, seconded by Mrs. Mitnick, to increase the Capital Fund (H fund) in the amount of \$950,000 to be funded by the L fund.

Motion carried unanimously.

RESERVE FOR TECHNOLOGY FUND - FISCAL YEAR 2020/2021

A motion was made by Mrs. Mitnick, seconded by Mrs. Schott, to increase the Capital Fund (H fund) in the amount of \$200,000 to be funded by the Reserve for Technology Fund.

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:

| | |
|---|-------------|
| John Miller Miller Center | \$ 1,000.00 |
| Huntington Arts Council Community Art Project | \$ 3,000.00 |
| NYS School Facilities Association Nature Explorium | \$ 500.00 |

Motion carried unanimously.

APPROVAL OF PAYROLLS & WARRANTS

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

| | |
|--------------------------------------|---------------|
| payrolls: | |
| May 14, 2021 | \$ 264,272.64 |
| May 28, 2021 | \$ 265,161.73 |
| June 11, 2021 | \$ 254,666.13 |
| monthly warrant: | |
| Warrant #11 dated May 28, 2021 | \$ 19,192.93 |
| Warrant #12 dated June 11 & 23, 2021 | \$ 825,339.90 |

Motion carried unanimously.

APPROVAL OF PERSONNEL REPORT

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

Motion carried unanimously.

ADJOURNMENT

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

Motion carried unanimously.

Meeting adjourned at 7:13 p.m.