

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

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

Attendance was as follows:

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

Staff:

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

CALL TO ORDER

The meeting was called to order at 6:00 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 on September 15, 2021.

Motion carried unanimously.

ANNUAL AUDIT PRESENTATION

Mr. Michael Nawrocki of Nawrocki Smith LLP made a presentation to the Board of Trustees concerning the audit of the finances of the Middle Country Public Library for the year ending June 30, 2021.

CORRESPONDENCE

(Attached)

September 23, 2021 - Letter from Kevin Verbese, SCLS director, regarding Trustee vote.

REPORT OF THE DIRECTOR

Mrs. Sophia Serlis-McPhillips updated the board on the Adult Room Construction project.

FINANCIAL AUDIT - FISCAL YEAR 2020/2021

A motion was made by Mr. Hoctor, seconded by Mr. McMullin, to accept the financial audit for fiscal year 2020/2021 prepared by the accounting firm of Nawrocki Smith, LLP.

Motion carried unanimously.

JUNETEENTH HOLIDAY

A motion was made by Mr. Harrington, seconded by Mr. McMullin, that the Library remain open for the Juneteenth holiday. Full time employees assigned to work on a holiday will receive pay at time and a half for hours worked and a day of time as compensation. Full time employees who do not work will receive one day's pay for each open holiday. Part-time employees assigned to work on a holiday will receive pay at time and a half for hours worked.

Motion carried unanimously.

WHISTLE BLOWER POLICY

A motion was made by Mr. Hoctor, seconded by Mr. McMullin to revise the Whistleblower Policy as follows:

The Library is committed to the highest possible standards of openness, honesty and accountability. In line with that commitment, the Library will expect employees who possess concerns regarding any aspect of the Library's operations to come forward and express those concerns. This policy is not a vehicle for reporting violations of the Library's applicable human resources policies, problems with co-workers or supervisors or for reporting issues relating to alleged employment discrimination or harassment, all of which should be dealt with in accordance with the Library's pertinent policies. These concerns may include questionable or improper accounting or auditing matters; violations or suspected violations of the Library's Code of Ethics; or other policies that pertain to ethical matters. This Whistle Blower Policy is intended to encourage and enable employees to raise concerns within the Library rather than ignoring a transgression or seeking a resolution of the problem outside the Library.

Employees are often in a position to realize that there may be a matter in dereliction of accepted practice and to raise such observations.

The Library adheres to the NYS Civil Service Law 75-b and the NYS Labor Law 740 which outline employee rights regarding retaliation in the workplace. No employee who in good faith reports a violation may suffer harassment, retaliation or adverse employment consequences. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. A volunteer may be removed from an appointed or elected position.

All Whistle Blower complaints should be reported in writing to the Library Director of the

Middle Country Public Library. Concerns may be submitted anonymously. The Director shall address all reported concerns. The Director will notify the reporter within 20 business days, unless the reported concerns were done anonymously. All reports will be promptly investigated and action taken must include a follow-up with the complainant. The Director has the authority to retain outside legal counsel, accountants, private investigators, or any other resource necessary to conduct a complete investigation.

Anyone reporting a concern must act in good faith and have reasonable grounds for believing the information disclosed indicates an improper accounting or auditing practice, or a violation of ethical behavior. The act of making allegations that prove to be unsubstantiated, and that prove to have been made maliciously, recklessly, or with the foreknowledge that the allegations are false, will be viewed as a serious offense and may result in discipline, up to and including dismissal from a volunteer position or termination of employment. Such conduct may also give rise to other actions, including civil lawsuits.

GRIEVANCE PROCEDURE

The Library's "open door" policy allows for employees sharing their questions, concerns, suggestions or complaints with someone who can address them properly. In most cases, an employee's supervisor is in the best position to address an area of concern. Any employee shall have the right to present a grievance to the Library. A grievance shall mean any claimed violation, misinterpretation, or inequitable application of existing laws, rules, regulations, procedures, practices, administrative orders or decisions, which relate to or involve personnel and the terms and conditions of their employment.

The proper chain of command must always be followed in the filing of any grievance. In grievances involving sexual harassment, or discrimination the grievant may file a grievance at any level in the chain of command.

Any staff member wishing to file a grievance shall submit said grievance, in writing, to their immediate supervisor, within 15 calendar days of the alleged violation. The supervisor will make a determination, in writing, to the grievant, as soon as possible.

If the grievance is with one's supervisor, the grievance can be taken to the Business & Personnel office.

If the grievance determination made by the supervisor is considered to be unsatisfactory to the staff member, the staff member may submit the grievance, in writing, to the Director, within 15 days of the receipt of the determination. This procedure may be followed through the chain of command, up to and including the Board of Trustees. Correspondence to the Board must be directed to the President of the Board and sent to the Library, PO Box 685, Centereach, NY 11720.

Motion carried unanimously.

APPROVAL OF PAYROLLS & WARRANTS

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

payrolls:

September 17, 2021	\$248,467.19
October 1, 2021	\$262,198.70
October 15, 2021	\$284,647.04

monthly warrant:

Warrant #3 dated September 17, 2021	\$ 12,756.50
Warrant #4 dated October 1, 15 & 20, 2021	\$ 746,520.45

Motion carried unanimously.

APPROVAL OF PERSONNEL REPORT

A motion was made by Mr. Hoctor, seconded by Mr. Harrington, to approve the Report of Personnel Changes, dated September 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 6:45 p.m.