

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
of the
MIDDLE COUNTRY PUBLIC LIBRARY
November 17, 2021

The regular meeting of the Board of Trustees of the Middle Country Public Library was held on November 17, 2021 at the Centereach Building.

Attendance was as follows:

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

Staff:

Mrs. Sophia Serlis-McPhillips	-	Director
Mr. Ryan Gessner	-	Assistant Director
Mrs. Tracy LaStella	-	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 Mr. Harrington, to approve the minutes of the board meeting held on October 20, 2021.

Motion carried unanimously.

CORRESPONDENCE

(Attached)

October 6, 2021, November 1, and November 2, 2021-SCLS Director K. Verbese
re: Trustee vote and SCLS 2021 operating budget.

EXECUTIVE SESSION

A motion was made by Mr. McMullin, seconded by Mrs. Mitnick that the Board move into executive session at 6:33 p.m. to discuss salary scales and increments.

Motion carried unanimously.

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

Motion carried unanimously.

SALARY SCALE INCREASE 2022

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

A 2 % Cost of Living increase for all Professional and Non-Professional staff and part time staff, except Pages, awarded on the employee's increment date or on January 1 for those employees off scale.

Pages will receive the 2022 minimum wage rate of \$15.00 per hour, with no cost of living increase.

All increases become effective January 1, 2022.

Motion carried unanimously.

SALARY ADJUSTMENTS

A motion was made by Mrs. Mitnick, seconded by Mrs. Schott, to increase the salaries of John Miccoli, Laura Eisenbraun, and Susan LaSelva by 3%, effective January 16, 2022, and to approve pay grade changes for Patricia Knespler to Non-Professional Pay Grade 1, Step 3 and for Joseph Jones to Non-Professional Pay Grade 3, Step 5, effective January 16, 2022.

Motion carried unanimously.

SUFFOLK COOPERATIVE LIBRARY SYSTEM 2021 OPERATING BUDGET

A motion was made by Mrs. Mitnick, seconded by Mr. McMullin, to approve the 2022 Suffolk Cooperative Library System Operating Budget.

Motion carried unanimously.

AMH MAINTENANCE UPGRADE MOTION

A motion was made by Mr. Hctor, seconded by Mr. Harrington, to approve the replacement of 3 existing PV Supa sorters with 3 new Lyngsoe sorters payable over a ten-year maintenance upgrade program with Envisionware, Inc. at an increase of \$6,832.62 a year.

Motion carried unanimously.

LIBRARY VEHICLE PURCHASE

A motion was made by Mrs. Schott, seconded by Mrs. Mitnick, to approve the purchase of a 2022 Chevrolet Silverado 2500HD pickup truck with a snow plow at a Nassau BOCES contract price of \$53,834 and to remove the Library's existing 2010 white Ford 250 pickup truck from the inventory which will be traded in at a value of \$6,000 thereby reducing the cost to \$47,834.

Motion carried unanimously.

COPIER LEASE

A motion was made by Mr. Harrington, seconded by Mr. McMullin, to accept the quote from Toshiba for a 48 month lease of; four Toshiba E-studio 3518A Multifunctional System (Suffolk County contract PL082816), two Lexmark XM5365 Multifunctional System (TCPN Region 4 contract R171405), and one Toshiba E-studio 3015AC Multifunctional system copier (Suffolk County contract PCL122319), with full service and maintenance at a monthly cost of \$928.66.

Motion carried unanimously.

MARCH AND JUNE 2022 BOARD MEETING CHANGE

A motion was made by Mr. Hctor, seconded by Mrs. Schott, that the March 2022 board meeting date be March 23, 2022 at 6:30 p.m. in accordance with the NYS Education law requiring budget hearings to be held no more than 14 days nor less than 7 days before the date of the annual meeting, budget vote and election which will be held on April 5, 2022. And that the June board meeting be moved to June 22nd at 10:00 a.m. to allow for the fiscal close of the purchasing department.

Motion carried unanimously.

FOUNDATION FUNDS ACCEPTANCE

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

Walmart	
Family Place	\$ 2,000.00

Motion carried unanimously.

APPROVAL OF PAYROLLS & WARRANTS

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

payrolls:

October 29, 2021	\$262,434.12
November 12, 2021	\$258,100.94

monthly warrant:

Warrant #4 dated October 29, 2021	\$ 23,052.20
Warrant #5 dated November 17, 2021	\$ 829,478.44

Motion carried unanimously.

APPROVAL OF PERSONNEL REPORT

A motion was made by Mr. Harrington, seconded by Mr. McMullin, to approve the Report of Personnel Changes dated October 31, 2021.

Motion carried unanimously.

ADJOURNMENT

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

Motion carried unanimously.

Meeting adjourned at 6:58 p.m.