

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
of the
MIDDLE COUNTRY PUBLIC LIBRARY
December 15, 2021

The regular meeting of the Board of Trustees of the Middle Country Public Library was held on December 15, 2021 at the Centereach building.

Attendance was as follows:

Mr. John Hoctor	-	President
Mr. Ronald Harrington	-	Member
Mrs. Jacqueline Schott	-	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 10:02 a.m. by Mr. Hoctor.

APPROVAL OF MINUTES

A motion was made by Mrs. Mitnick, seconded by Mrs. Schott, to approve the minutes of the board meeting held November 17, 2021.

Motion carried unanimously.

EXECUTIVE SESSION

A motion was made by Mr. Harrington, seconded by Mrs. Mitnick, that the Board move into executive session at 10:04 a.m. for personnel matters.

Motion carried unanimously.

A motion was made by Mr. Harrington, seconded by Mrs. Schott, that the Board conclude executive session at 10:18 a.m.

Motion carried unanimously.

LIBRARY VOTE AND TRUSTEE ELECTION 2022

A motion was made by Mr. Hactor, seconded by Mrs. Schott, that the annual election for library trustee and the library budget vote be held at the library in Centereach on Tuesday, April 5, 2022 between the hours of 9:30 a.m. and 9:00 p.m., and that registration for the library vote be held on Tuesday, March 29, 2022, between the hours of 2:00 p.m. and 9:00 p.m.

Motion carried unanimously.

SURVEY FOR SCDHS/PERMIT CLOSE-OUT

A motion was made by Mrs. Mitnick, seconded by Mr. Harrington, to accept the proposal from L.K. McLean Associates, PC. For a professional survey and mapping services for the SCDHS/Permit Close-Out at a cost of \$7,600 to be paid from the Capital Fund.

Motion carried unanimously.

COMPUTER PURCHASE

A motion was made by Mr. Hactor, seconded by Mrs. Schott, to approve the purchase of 16 Dell Latitude 5420 14" laptops from Dell for the Selden Computer Place, NYS contract 73600 Aggregate Purchase PM20820 at a cost of \$17,758.72.

Motion carried unanimously.

ARCHITECTURAL ADVISORY SERVICES

A motion was made by Mr. Harrington, seconded by Mrs. Mitnick, to approve the proposal from J R KELLER LLC for professional advisory services for the Centereach Children's Area, Café Implementation and Signage Design, Replacement of Carpet for the 2022 year at a cost not to exceed \$9,800.

Motion carried unanimously.

SECURITY CAMERAS – CENTEREACH BUILDING

A motion was made by Mr. Hactor, seconded by Mrs. Mitnick, to approve the purchase of 4 AXIS M4206-LV cameras with installation and licenses for the Adult Area from Digital Provisions, Inc. New York State contract 23150 PT-68786 at a cost of \$ 6,118.44.

Motion carried unanimously.

PERSONNEL POLICY REVISED

A motion was made by Mrs. Schott, seconded by Mrs. Mitnick, to approve the revised Personnel Policy Handbook for Full Time employees.

Motion carried unanimously.

APPROVAL OF PAYROLLS & WARRANTS

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

payrolls:

November 26, 2021	\$265,573.03
December 10, 2021	\$254,157.35

monthly warrant:

Warrant #5 dated November 26, 2021	\$ 15,904.95
Warrant #6 dated December 10 & 15, 2021	\$ 806,424.54

Motion carried unanimously.

APPROVAL OF PERSONNEL REPORT

A motion was made by Mr. Harrington, seconded by Mrs. Schott, to approve the Report of Personnel Changes, dated November 30, 2021.

Motion carried unanimously.

ADJOURNMENT

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

Motion carried unanimously.

Meeting adjourned at 10:33 a.m.