

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES  
of the  
MIDDLE COUNTRY PUBLIC LIBRARY  
April 20, 2022

The meeting of the Board of Trustees of the Middle Country Public Library was held on April 20, 2022 at the Library in Centereach.

Attendance was as follows:

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

Staff:

Mrs. Sophia Serlis-McPhillips	-	Director
Mr. Ryan Gessner	-	Assistant Director
Mrs. Tracy LaStella	-	Assistant Director
Ms. Christina Blount	-	Administrative Assistant

CALL TO ORDER

The meeting was called to order at 6:34 p.m. by Mr. Hctor.

APPROVAL OF MINUTES

A motion was made by Mrs. Mitnick, seconded by Mr. McMullin, to approve the minutes of the board meeting held March 23, 2022.

Motion carried unanimously.

CORRESPONDENCE

(Attached)

April 6, 2022 - Letter from Sophia Serlis-McPhillips re: result of the canvas of the vote held April 5, 2022.

REPORT OF THE DIRECTOR

Mrs. Serlis-McPhillips updated the Board on the status of the Great Room Construction Project.

RULES AND REGULATIONS FOR PUBLIC EXPRESSION AT THE LIBRARY BOARD MEETINGS

A motion was made by Mr. Hctor, seconded by Mr. McMullin, to approve the Rules and Regulations for Public Expression at the Library Board Meetings policy as follows:

Board meetings of the Middle Country Public Library are for the conducting of Library business; and, as required by the NY Open Meetings Law, are open for observation by the public. They are not public hearings concerning Library affairs. Board members are not required to respond to questions or statements made during the *Period of Public Expression* portion of the meeting.

- Residents of the Library District may speak during the designated *Public Expression* section of regular board meetings. (Such section not to exceed thirty minutes).
- Each speaker is required to register and indicate an intent to speak in advance of the *Public Expression* section of each meeting.
- Speakers shall face and address the board, not the audience, during the *Period of Public Expression*.
- Each person may speak for a maximum of five minutes.
- Items of internal business introduced from the floor, including but not limited to intra-library and personnel issues, will be ruled out of order and not permitted at the meeting.
- Verbal attacks on individual board or staff members will not be tolerated.
- Interruptions, slanderous remarks or name-calling are forbidden.
- The presiding officer may terminate the speaker's privileges of address if after being called to order, he or she persists in improper conduct or remarks.
- Substitution of speakers will not be permitted.
- When the Board conducts Special Board Meetings there will be no *Public Expression* section.

Motion carried unanimously.

#### MEALS AND REFRESHMENTS POLICY

A motion was made by Mr. McMullin, seconded by Mrs. Mitnick, to approve the Meals and Refreshments policy as follows:

The Middle Country Public Library recognizes that it may be appropriate to provide meals and/or refreshments at Library meetings, programs and events, which are being held for an educational, cultural, civic and/or business purpose. Examples of authorized expenditures include, but are not limited to: light refreshments for community/library meetings and programs for which refreshments are conducive to enhancing the meeting's purpose; receptions for volunteers; Board or staff meetings at which Library business is conducted during a normal breakfast, dinner or lunch hour; meals provided as part of meetings with Library consultants; refreshments for staff recognition days (2 or 3 per year); annual planning meeting for full time staff; meals provided to a committee or working group whose responsibilities require working through a meal hour; and/or circumstances for which working through a meal hour is advantageous to the Library. All grant-funded meetings, programs, trainings and events will adhere to the guidelines within this policy.

Whenever meals and/or refreshments are ordered, the person making the request must indicate the date and purpose of the meeting, program or event, and identify the group in attendance. A purchase order, which includes food, delivery charges, paper goods and related supplies, will be generated prior to the program, event or meeting. If for any reason

no purchase order was generated, written approval from the Director prior to payment is required. Supporting documentation must be attached to the purchase order or Director-approved payment form and submitted as part of the Library's monthly warrant to the business office for the purposes of audit and possible reimbursement.

If petty cash is needed, the Director or his/her authorized representative, before reimbursement, must approve a petty cash slip. Supporting documentation including receipts, etc. must be attached to the petty cash slip. Cash tips are prohibited for reimbursement.

No expenses are to be incurred for liquor or for meals provided to guests of Board trustees or employees.

Motion carried unanimously.

#### HVAC MAINTENANCE AND SERVICE CONTRACT EXTENSION

A motion was made by Mr. Hoctor, seconded by Mrs. Mitnick, to extend the services of All Industrial Boiler, Inc. dba Island Industrial Boiler for a maintenance and service contract for heating and air conditioning from May 1, 2022 through December 31, 2022 per the Smithtown Central School District contract (PRC# 2017012974).

Motion carried unanimously.

#### HVAC REPLACEMENT PLAN UNITS 1,2 & 3 CENTEREACH BUILDING

A motion was made by Mrs. Mitnick, seconded by Mr. McMullin, to approve, as part of the Library's HVAC replacement plan, the quote of Island Industrial Boilers for the replacement of roof top air conditioning Unit #1 with a Trane HVAC Roof Top 5 ton packaged cooling unit at a cost of \$18,000, and Units #2 and #3 with Trane HVAC Roof Top 7.5 ton packaged cooling units at a cost of \$26,000 each, all materials and labor as per contract approved by Board of Trustees April 2022.

Motion carried unanimously.

#### CONFERENCE AND TRAVEL

A motion was made by Mr. Hoctor, seconded by Mr. McMullin, to approve travel expenses for the following employees:

##### FAMILY PLACE SITE VISITS

Michelle Kenney for Family Place site visits to Jefferson County Public Library system at Edgewater Library, Edgewater, Colorado and Belmar Library, Lakewood, Colorado, April 21st through the 22nd, 2022 at cost not to exceed \$1,400 to be funded by Family Place.

##### 2022 ALA ANNUAL CONFERENCE & EXHIBITION

Elizabeth Malafi, Sara Fade and Nicole Rambo to attend the 2022 ALA Annual Conference & Exhibition in Washington, DC, June 23<sup>rd</sup> through the 28<sup>th</sup>, 2022 at a cost

not to exceed \$7,500.

Motion carried unanimously.

#### APPROVAL OF PAYROLLS & WARRANTS

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

payrolls:

April 1, 2022	\$261,349.06
April 15, 2022	\$262,449.08

monthly warrant:

Warrant #10 dated April 1, 15 & 20, 2022	\$665,996.02
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Motion carried unanimously.

#### APPROVAL OF PERSONNEL REPORT

A motion was made by Mrs. Mitnick, seconded by Mr. McMullin, to accept the Report of Personnel Changes, dated March 31, 2022

Motion carried unanimously.

#### ADJOURNMENT

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

Motion carried unanimously.

Meeting adjourned at 6:54 p.m.