

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
of the
MIDDLE COUNTRY PUBLIC LIBRARY
June 22, 2022

The regular meeting of the Board of Trustees of the Middle Country Public Library was held via Zoom on June 22, 2022.

Attendance was as follows:

Mr. Edward McMullin	-	Vice-President
Mrs. Jacqueline Schott	-	Member
Mrs. Lisa Mitnick	-	Member
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 & Personnel
Mrs. Christina Blount	-	Administrative Assistant

CALL TO ORDER

The meeting was called to order at 10:00 a.m. by Mr. McMullin.

APPROVAL OF MINUTES

A motion was made by Mrs. Mitnick, seconded by Mr. Harrington, to approve the minutes of the board meeting held on May 18, 2022.

Motion carried unanimously.

REPORT OF THE DIRECTOR

The Director updated the Board on the Adult Services Redesign construction project.

CENTEREACH CHILDREN'S AREA & CAFÉ CONSULTATION

A motion was made by Mrs. Mitnick, seconded by Mrs. Schott, to approve the proposal from J R Keller LLC to continue in an advisory capacity to finalize/ implement the specific requirements of the Café and Children's Area, including the work of Kent Design with regard to the various signage implementation at a fee of \$4,900 to be funded by the Capital Fund.

Motion carried unanimously.

SERVICE ANIMALS POLICY

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

Policy

It is the policy of the Board of Trustees of the Middle Country Public Library to permit "service animals" within the Library in accordance with federal and state law and regulations.

Objective

The objective of this policy is to afford those patrons possessing a cognizable disability as defined within Section 292 of the NY Executive Law (subdivision twenty-one) (below) to present themselves within the Library accompanied by a "service animal" which is to be maintained within the immediate vicinity of the disabled person subject to the following conditions/restrictions: (a) Library personnel may require that the animal be removed from the premises if the animal is out of control or otherwise threatens the health, safety and welfare of staff or patrons and the animal's handler does not take effective immediate measures to control the animal; (b) the animal is not housebroken; (c) the service animal is to be restrained with a harness, leash or tether unless the handler due to his/her disability is unable to effect such restraint or the use of such restraints would interfere with the service animal's safe and effective performance of its work or tasks in which case the service animal must be shown to be otherwise within the control of the handler through such measures as voice control, signals, or other effective means; (d) inquiry may be made of the patron who is accompanied by a service animal as to whether the service animal is required as the result of a recognized disability and what task(s) the animal has been trained to perform (the Library may not require documentation of any nature as to whether the service animal has, in fact, been trained, licensed, etc. to perform as such); and further the Library will not make such inquiries if it is apparent that the service animal is trained to perform the function of assisting an individual who possesses an observable disability (e.g. providing assistance with stability or balance to one who possesses an observable mobility disability; guiding one who is blind or possesses low vision; assisting the movement of a wheelchair).

NY Executive Law, Section 292, Subdivision 21

"21. The term "disability" means (a) a physical, mental or medical impairment resulting from anatomical, physiological, genetic or neurological conditions which prevents the exercise of a normal bodily function or is demonstrable by medically accepted clinical or

laboratory diagnostic techniques or (b) a record of such impairment or (c) a condition regarded by others as such an impairment.”

Motion carried unanimously.

NON-SOLICITATION POLICY

A motion was made by Mrs. Mitnick, seconded by Mr. Harrington, to reapprove the following Non-Solicitation Policy:

In the interests of preserving the Library’s premises free from the intrusions and disruptions that may be caused by the solicitation of patrons, there is to be no utilization of the Library’s premises for the soliciting of Library patrons for any commercial or non-commercial purpose, including, but not limited to, the purchase of goods and services; sought contributions or memberships; or petition-signatures.

Motion carried unanimously.

Library Policy Concerning Displays, Exhibits, Postings, and Bulletin Boards

A motion was made by Mr. McMullin, seconded by Mr. Harrington, to revise the Library’s Policy Concerning Displays, Exhibits, Postings and Bulletin Boards as follows:

In furtherance of the Middle Country Public Library’s mission to encourage and facilitate the dissemination of information to the community and the open exchange of ideas, the Board of Trustees, through the Library Director, may grant the privilege of placing exhibits, displays or posters in the Library. Posters, flyers and brochures for posting will be limited to notices of community events or meetings. The use by individuals or organizations of the Library’s facilities for displays, postings or exhibits, other than those which pertain to the Library, is subject to review by the Board of Trustees, subject to the following conditions:

1. No posting, display, exhibit, pamphlet, brochure, leaflet or booklet shall be exhibited, displayed or placed in the Library for distribution without approval from the Library Director, or his/her designee. A “Request to Post Materials” or an “Application for Library Exhibit/Display” must be filed in advance.
2. Postings are not intended to constitute a forum for public comment, advocacy, advancement of a particular cause, posting of “official” or legal notices is prohibited.
3. All items proposed to be r displayed may be reviewed by a Library appointed committee before the scheduled event. Approval for an exhibit or display does not ensure that approval will be granted for every item in an exhibit/display. Slides or photographs of the exhibit or display must be presented in advance of the show.
4. An exhibit or display must include an individual’s or group’s name, or the sponsor. Contact information of individuals or groups may be made available to the public if

permission has been granted by the artist. Exhibits and displays will not include prices of objects.

5. No outside organization or individual shall be permitted to place on Library premises any box, receptacle or cannister which solicits donations. No poster or display shall be permitted which advocates or solicits consideration of any product or item sold by any commercial or charitable enterprise, nor shall any petition be displayed or circulated on Library premises. Posters announcing bazaars or programs sponsored by any local charitable organization may be displayed provided there is room for such displays and they are of reasonable size. Such postings shall be on a "first come, first served" basis.
6. No organization or individual shall be permitted to display or exhibit any materials, leaflets or posters which advocate the election or defeat of a candidate for public office or which advocate an affirmative or negative vote for or against any proposition, whether political or otherwise.
7. Due to limited space, the Library reserves the right to restrict the size, number, and location of posted materials. The time span during which the materials are posted will be determined by the Library.
8. The Library assumes no responsibility for the preservation, protection or possible damage or theft of any item displayed or exhibited. All items displayed or exhibited in the Library are placed at the owner's risk. All items remaining following the expiration date of the display/exhibit may be removed and destroyed by the Library.
9. The Library will not endorse a display or exhibit. Those items which are displayed are done so for the information and/or enjoyment of the public.
10. The Library reserves the right to cancel an exhibit or display or remove posted material at any time. Any items displayed without permission will be removed by the Library.

Motion carried unanimously.

OBSOLETE EQUIPMENT DISPOSAL

A motion was made by Mr. Harrington, seconded by Mr. McMullin, 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.

Type	MCPL Tag	Model	Serial Number
Computer	9308	HP EliteDesk 800 G2 SFF	2UA64024XL
Computer	9620	HP EliteDesk 800 G1 Small Form Factor	2UA5521C4J
Computer	9621	HP EliteDesk 800 G1 Small Form Factor	2UA5521C4K
Computer	9622	HP EliteDesk 800 G1 Small Form Factor	2UA5521C4L
Computer	9623	HP EliteDesk 800 G1 Small Form Factor	2UA5521C4M
Computer	9624	HP EliteDesk 800 G1 Small Form Factor	2UA5521C4N
Computer	9625	HP EliteDesk 800 G1 Small Form Factor	2UA5521C4P

Computer	9626	HP EliteDesk 800 G1 Small Form Factor	2UA5521C4Q
Computer	9627	HP EliteDesk 800 G1 Small Form Factor	2UA5521C4R
Computer	9628	HP EliteDesk 800 G1 Small Form Factor	2UA5521C4S
Computer	9629	HP EliteDesk 800 G1 Small Form Factor	2UA5521C4T
Computer	9630	HP EliteDesk 800 G1 Small Form Factor	2UA5521C4V
Computer	9631	HP EliteDesk 800 G1 Small Form Factor	2UA5521C4W
Computer	9632	HP EliteDesk 800 G1 Small Form Factor	2UA5521C4X
Computer	9633	HP EliteDesk 800 G1 Small Form Factor	2UA5521C4Y
Computer	9634	HP EliteDesk 800 G1 Small Form Factor	2UA5521C4Z
Computer	9635	HP EliteDesk 800 G1 Small Form Factor	2UA5521C50
Computer	9636	HP EliteDesk 800 G1 Small Form Factor	2UA5521C51
Computer	9637	HP EliteDesk 800 G1 Small Form Factor	2UA5521C52
Computer	9638	HP EliteDesk 800 G1 Small Form Factor	2UA5521C53
Computer	9639	HP EliteDesk 800 G1 Small Form Factor	2UA5521C54
Computer	9640	HP EliteDesk 800 G1 Small Form Factor	2UA5521C55
Computer	9641	HP EliteDesk 800 G1 Small Form Factor	2UA5521C56
Computer	9642	HP EliteDesk 800 G1 Small Form Factor	2UA5521C57
Computer	9643	HP EliteDesk 800 G1 Small Form Factor	2UA5521C58
Computer	9644	HP EliteDesk 800 G1 Small Form Factor	2UA5521C59
Computer	9694	HP EliteDesk 800 G2 SFF	2UA61416YK
Computer	9695	HP EliteDesk 800 G2 SFF	2UA61416YL
Computer	9696	HP EliteDesk 800 G2 SFF	2UA61416YM
Computer	9697	HP EliteDesk 800 G2 SFF	2UA61416YN
Computer	9698	HP EliteDesk 800 G2 SFF	2UA61416YP
Computer	9699	HP EliteDesk 800 G2 SFF	2UA61416YQ
Computer	9700	HP EliteDesk 800 G2 SFF	2UA61416YR
Computer	9701	HP EliteDesk 800 G2 SFF	2UA61416YS
Computer	9702	HP EliteOne 800 G2 23 AiO"	MXL61522VM
Computer	9703	HP EliteOne 800 G2 23 AiO"	MXL61522VN
Computer	9704	HP EliteOne 800 G2 23 AiO"	MXL61522VP
Computer	9705	HP EliteOne 800 G2 23 AiO"	MXL61522VQ
Computer	9706	HP EliteOne 800 G2 23 AiO"	MXL61522VR
Computer	9707	HP EliteOne 800 G2 23 AiO"	MXL61522VS
Computer	9708	HP EliteOne 800 G2 23 AiO"	MXL61522VT
Computer	9709	HP EliteOne 800 G2 23 AiO"	MXL61522VW
Computer	9710	HP EliteOne 800 G2 23 AiO"	MXL61522VX
Computer	9711	HP EliteOne 800 G2 23 AiO"	MXL61522VY
Computer	9712	HP EliteOne 800 G2 23 AiO"	MXL61522VZ
Computer	9714	HP EliteOne 800 G2 23 AiO"	MXL61522W0
Computer	9715	HP EliteOne 800 G2 23 AiO"	MXL61522W1
Computer	9716	HP EliteOne 800 G2 23 AiO"	MXL61522W2
Computer	9717	HP EliteOne 800 G2 23 AiO"	MXL61522W3
Computer	9718	HP EliteOne 800 G2 23 AiO"	MXL61522W4
Computer	9719	HP EliteOne 800 G2 23 AiO"	MXL61522W5
Computer	10102	Apple 21.5 iMac A1418"	C02TW2N4J1G9
Computer	10103	Apple 21.5 iMac A1418"	C02TW2N5J1G9
Computer	10104	Apple 21.5 iMac A1418"	C02TW2NUJ1G9
Computer	10105	Apple 21.5 iMac A1418"	C02TW2NVJ1G9
Computer	10106	Apple 21.5 iMac A1418"	C02TW374J1G9
Computer	10107	Apple 21.5 iMac A1418"	C02TW375J1G9
Computer	10108	Apple 21.5 iMac A1418"	C02TW379J1G9
Computer	10109	Apple 21.5 iMac A1418"	C02TW37CJ1G9

Computer	10110	Apple 21.5 iMac A1418"	C02TW37HJ1G9
Keyboard	9093	Surface Pro Type Cover 3	9705742354
Keyboard	9095	Surface Pro Type Cover 3	9706642354
Keyboard	9097	Surface Pro Type Cover 3	9733642354
Laptop	9092	Microsoft Surface Pro 3	9076642353
Laptop	9096	Microsoft Surface Pro 3	29413242253
Laptop	9560	Dell Latitude E5550	3VKD462
Laptop	9561	Dell Latitude E5550	3ZKD462
Laptop	9562	Dell Latitude E5550	4NXD462
Laptop	9563	Dell Latitude E5550	6YKD462
Laptop	9564	Dell Latitude E5550	7PKD462
Laptop	9565	Dell Latitude E5550	CK9G462
Laptop	9566	Dell Latitude E5550	FBDD462
Laptop	9567	Dell Latitude E5550	HMQD462
Laptop	9568	Dell Latitude E5550	JKPD462
Laptop	9569	Dell Latitude E5550	JQKD462
Laptop	9850	Dell Latitude E5570	137VPC2
Laptop	9851	Dell Latitude E5570	217VPC2
Laptop	9852	Dell Latitude E5570	457VPC2
Laptop	9853	Dell Latitude E5570	537VPC2
Laptop	9854	Dell Latitude E5570	5Y6VPC2
Laptop	9855	Dell Latitude E5570	617VPC2
Laptop	9856	Dell Latitude E5570	727VPC2
Laptop	9857	Dell Latitude E5570	7JQVPC2
Laptop	9858	Dell Latitude E5570	7RVTPC2
Laptop	9859	Dell Latitude E5570	85JVPC2
Laptop	9890	Dell Latitude E5570	937VPC2
Laptop	9891	Dell Latitude E5570	BY6VPC2
Laptop	9892	Dell Latitude E5570	C17VPC2
Laptop	9893	Dell Latitude E5570	FF1VPC2
Laptop	9894	Dell Latitude E5570	G17VPC2
Laptop	9895	Dell Latitude E5570	J5NVPC2
Laptop	9896	Dell Latitude E5570	JLTVPC2
Laptop	10076	HP Chromebook 14 G4	5CD71087D4
Misc	9201	15627-US-NA 3Doodler 3D Printing Pen	008-10212-1
Misc	9202	15627-US-NA 3Doodler 3D Printing Pen	008-10162-1
Misc	9203	15627-US-NA 3Doodler 3D Printing Pen	006-04530-1
Misc	9204	15627-US-NA 3Doodler 3D Printing Pen	006-04536-1
Misc	9205	15627-US-NA 3Doodler 3D Printing Pen	006-04539-1
Misc	9206	15627-US-NA 3Doodler 3D Printing Pen	006-04524-1
Misc	9207	15627-US-NA 3Doodler 3D Printing Pen	006-04540-1
Misc	9208	15627-US-NA 3Doodler 3D Printing Pen	008-10119-1
Misc	9209	15627-US-NA 3Doodler 3D Printing Pen	008-10124-1
Misc	9210	15627-US-NA 3Doodler 3D Printing Pen	008-10127-1
Misc	9211	15627-US-NA 3Doodler 3D Printing Pen	008-10130-1
Misc	9212	15627-US-NA 3Doodler 3D Printing Pen	008-10143-1
Misc	9213	15627-US-NA 3Doodler 3D Printing Pen	008-10219-1
Misc	9214	15627-US-NA 3Doodler 3D Printing Pen	008-10253-1
Misc	9215	15627-US-NA 3Doodler 3D Printing Pen	008-10386-1
Misc	9938	1 3Doodler Create Pen, 1 Power Adapter, 3 tools	3DOOD-CRE-001-38620-1
Misc	9939	1 3Doodler Create Pen, 1 Power Adapter, 3 tools	3DOOD-CRE-001-39920-1
Misc	9940	1 3Doodler Create Pen, 1 Power Adapter, 3 tools	3DOOD-CRE-001-39921-1
Misc	9941	1 3Doodler Create Pen, 1 Power Adapter, 3 tools	3DOOD-CRE-001-39926-1

Misc	9942	1 3Doodler Create Pen, 1 Power Adapter, 3 tools	3DOOD-CRE-001-39929-1
Monitor	5611	Dell 1907FP UltraSharp	CN0DC32371618645BD1X
Monitor	5612	Dell 1907FP UltraSharp	CN0DC32371618645BD1Z
Monitor	5613	Dell 1907FP UltraSharp	CN0DC32371618645BD4Q
Monitor	5905	Dell 1908FP SRefDesk refurbished	CN0RNMH67444504HDT35
Monitor	7929	Samsung 400FPN-2 1080P 60Hz	MG40HCHB300276L
Monitor	8174	HP Touch Screen Monitor L2105	4CU13000Z4
Monitor	8176	HP Touch Screen Monitor L2105	4CU129026T
Monitor	8177	HP Touch Screen Monitor L2105	4CU11000LL
Monitor	8178	HP Touch Screen Monitor L2105	4CU13400W9
Monitor	8179	HP Touch Screen Monitor L2206tm	CNC316054N
Monitor	8180	HP Touch Screen Monitor L2105	4CU129027N
Monitor	8186	HP Touch Screen Monitor L2105	4CU1290106
Monitor	8187	HP Touch Screen Monitor L2105	4CU1240063
Monitor	8188	HP Touch Screen Monitor L2105	4CU12901ZS
Monitor	8313	HP Touch Screen Monitor L2105	4CU02800H0
Printer	7911	HP Color Laser Jet CP4525n	JPBCCDC0T7
Printer	8582	HP Color Laserjet Enterprise M750	CNACG1Q0HM
Printer	9328	HP OfficeJet Enterprise Color X555DN	CN45Q4Y08N
Printer	10489	HP Officejet Pro 6230 Inkjet Printer	TH82L6R00T

Motion carried unanimously.

OBSOLETE FURNITURE AND EQUIPMENT

A motion was made by Mrs. Mitnick, seconded by Mr. Harrington, to deem the following furniture and equipment obsolete and worthless and remove it from the inventory:

1	Playhouse
1	Children's Kitchen Set
2	Chairs
6	File Cabinets
5	Tables
5	RFID Label Dispensers
4	Children's Stools

Motion carried unanimously.

BUDGET TRANSFERS FY 2021-2022

A motion was made by Mrs. Mitnick, seconded by Mrs. Schott, to authorize the following budget transfers for the fiscal year 2021-2022.

ACCOUNT	INCREASE	DECREASE
L413 SUBSCRIPTIONS	\$25,000.00	
L415 VISUAL MATERIALS		\$25,000.00
L452 REPAIRS TO BLDG & MAINT	\$50,000.00	

L1430 PAGES		\$50,000.00
L9055 DISABILITY INSURANCE	\$ 1,500.00	
L454 INSURANCE		\$ 1,500.00
Total Budget Transfer Amount	\$76,500.00	\$76,500.00

Motion carried unanimously.

RESERVE FOR CAPITAL FUND - FISCAL YEAR 2021/2022

A motion was made by Mr. McMullin, seconded by Mr. Harrington, to increase the Capital Fund (H fund) in the amount of \$800,000 to be funded by the L fund.

Motion carried unanimously.

CONFERENCE AND TRAVEL

A motion was made by Mrs. Mitnick, seconded by Mrs. Schott, to approve travel expenses for the following employee:

FAMILY PLACE SITE VISIT

Jessica Servello and Michelle Kenney for Family Place site visit to Derry Public Library, Derry, New Hampshire, June 28 and 29, 2022 at cost not to exceed \$1,500 to be funded by Family Place.

2022 PBS STUDENT REPORTING LABS TEACHER WORKSHOP

Nicole Rambo to attend the 2022 PBS Student Reporting Labs Teacher Workshop in Denver, Colorado from July 25th through July 28, 2022, with travel and lodging paid for by the Charles Stewart Mott Foundation, at a cost not to exceed \$700.

Motion carried unanimously.

FOUNDATION FUNDS ACCEPTANCE

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

The Nature Generation	
Nature Explorium	\$ 750.00

Motion carried unanimously.

APPROVAL OF PAYROLLS & WARRANTS

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

payrolls:	
May 27, 2022	\$ 267,133.92
June 10, 2022	\$ 254,678.47
monthly warrant:	
Warrant #11 dated May 27, 2022	\$ 18,555.84
Warrant #12 dated June 10 & 22, 2022	\$996,981.57

Motion carried unanimously.

APPROVAL OF PERSONNEL REPORT

A motion was made by Mr. McMullin, seconded by Mr. Harrington, to approve the Report of Personnel Changes dated May 31, 2022.

Motion carried unanimously.

ADJOURNMENT

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

Motion carried unanimously.

Meeting adjourned at 10:15 a.m.