

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

The annual meeting of the Board of Trustees of the Middle Country Public Library was held on July 20, 2022 at the Centereach Building.

Attendance was as follows:

Mr. John C. Hoctor	-	President
Mr. Edward McMullin	-	Vice-President
Mrs. Lisa Mitnick	-	Member
Mr. Ronald Harrington	-	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 10:00 a.m. by Mr. Hoctor.

ELECTION OF OFFICERS

Mrs. Serlis-McPhillips acted as teller for the election of officers.

PRESIDENT

A motion was made by Mr. Hoctor, seconded by Mr. McMullin to nominate Mrs. Mitnick for the office of President. There were no other nominations. A motion was made by Mr. Hoctor, seconded by Mr. McMullin, that nominations be closed and that the teller be instructed to cast one vote for Mrs. Mitnick. Mrs. Mitnick was elected President of the Board of Trustees.

Motion carried unanimously.

OATH OF OFFICE

On behalf of the Board, Mrs. Mitnick accepted the Oath of Office for Ronald Harrington.

APPROVAL OF MINUTES

A motion was made by Mr. McMullin, seconded by Mr. Harrington, to approve the minutes of the board meeting held on June 22, 2022.

Motion carried unanimously.

EXECUTIVE SESSION

A motion was made by Mr. Harrington, seconded by Mr. Hoctor, that the Board move into executive session at 10:04 a.m. to discuss matters of personnel.

Motion carried unanimously.

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

Motion carried unanimously.

REPORT OF THE DIRECTOR

The Director updated the Board on the Great Room Adult Services construction project.

ANNUAL MOTIONS

A motion was made by Mrs. Mitnick, seconded by Mr. McMullin, to approve the following annual motions for the fiscal year July 1, 2022 through June 30, 2023:

DEPOSITORY

Primary Depositories
BankUnited
Secondary Depositories
Flushing Bank

NEWSPAPERS

The Times of Middle Country
The Brookhaven Review (Messenger Papers)

APPOINTMENTS

Attorney	- Kevin Seaman
Treasurer	- William Rothaar
External Auditor	- Nawrocki Smith, LLP
Claims Auditor	- Frank Verdone
Insurance Broker	- Joseph Price

Election Clerk - Beth Finn
Records Management Officer – MaryAnne Ellinger

APPROVED SIGNATORIES

President of the Board of Trustees of Middle Country Public Library
Director of the Middle Country Public Library

AUTHORIZED CHECK SIGNATORIES

President of the Board of Trustees of Middle Country Public Library
Director of the Middle Country Public Library
Treasurer

CURRENT LIBRARY POLICIES

Investment Policy
Procurement Policy
Fund Balance Policy
Conflict of Interest Policy
Code of Ethics Policy
Budget Transfer Policy

TAX SHELTERED ANNUITY PRODUCTS

The American Funds Group
Invesco (formerly Oppenheimer Funds)
New York State Tax Deferred Compensation Plan

MEAL REIMBURSEMENT

Per meal: Breakfast - \$25
Lunch - \$40
Dinner - \$75

CREDIT CARD - AUTHORIZED STAFF

American Express

Director
Assistant Directors

Bank of America Visa

Director
Assistant Director for Operations
Coordinator for Family Place & Early Childhood Services

Home Depot/Exxon Mobil

Facilities Manager
Custodian I & II

EQUIPMENT USE – AUTHORIZED STAFF

The following positions are authorized the use of Library equipment as listed below. Staff are required to reimburse the Library for personal use of the equipment. The Library will reimburse staff for personal use of their phone at 50%.

Library Vehicle and Phones

Facilities Manager
Custodian I and II

Cellular Phones Personal

Director
Assistant Directors
Coordinator for Family Place & Early Childhood Services
Coordinator of Computer Services & Technology

Motion carried unanimously.

LIBRARY ATTORNEY RETAINER

A motion was made by Mr. McMullin, seconded by Mr. Harrington, to approve the annual retainer of Kevin Seaman, the library's attorney, in the amount of \$18,500 for fiscal year 2022/2023.

Motion carried unanimously.

PUBLIC RELATIONS SERVICES-SYNTAX COMMUNICATION

A motion was made by Mrs. Mitnick, seconded by Mr. Hoctor, to approve a contract for \$11,000 with Syntax Communication for public relations services for fiscal year 2022/2023 and to approve an amount not to exceed \$10,000 for special projects for the same time period.

Motion carried unanimously.

CONSTRUCTION STIPENDS

A motion was made by Mrs. Mitnick, seconded by Mr. McMullin, to grant the following employees a stipend in recognition of the additional duties created during the Adult Room Construction Project: John Miccoli a \$2,500 stipend, Ryan Gessner a \$1,500 stipend, MaryAnne Ellinger a \$1,000 stipend, Christina Blount a \$1,000 stipend, Thomas D'Amico a \$500 stipend, Joseph Jones a \$500 stipend, Josephine Longo a \$500 stipend. A \$1,000 stipend to Tracy LaStella for additional administrative responsibilities for Family Place to be paid by the G2 Fund.

Motion carried unanimously.

CENTEREACH ADULT ROOM CONSTRUCTION PROJECT – CHANGE ORDER

A motion was made by Mr. McMullin, seconded by Mr. Harrington, to approve Change Orders from WJ Northridge for the Centereach Adult Room Construction Project in the amount of \$208,292.06 to be funded by the Capital fund.

Motion carried unanimously.

ARCHITECTURAL ADVISORY SERVICES

A motion was made by Mr. Harrington, seconded by Mr. Hoctor, to approve the proposal from J R KELLER LLC for re-imagining and updating the Miller Business Center at a cost not to exceed \$14,900.

Motion carried unanimously.

OBSOLETE FURNITURE AND EQUIPMENT

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

- 2 Tents

Motion carried unanimously.

BOARD MEETINGS FOR THE 2022-2023 YEAR

A motion was made by Mr. Harrington, seconded by Mr. Hoctor, to approve the following dates and times for the Board of Trustees meetings for the 2022-2023 year as follows:

- | | |
|--------------------|------------|
| July 20, 2022 | 10:00 A.M. |
| August 17, 2022 | 10:00 A.M. |
| September 21, 2022 | 6:30 P.M. |
| October 19, 2022 | 6:00 P.M. |
| November 16, 2022 | 10:00 A.M. |
| December 21, 2022 | 10:00 A.M. |
| January 18, 2023 | 6:30 P.M. |
| February 15, 2023 | 6:30 P.M. |
| March 22, 2023 | 6:30 P.M. |

April 19, 2023 6:30 P.M.
May 17, 2023 6:30 P.M.
June 21, 2023 10:00 A.M.

Motion carried unanimously.

SERVER EQUIPMENT PURCHASE

A motion was made by Mrs. Mitnick, seconded by Mr. McMullin, to purchase 3 Dell Poweredge R450 to replace 2 Domain Controllers and a Web Server, from Dell Marketing LLP, NCPA C000000005600at at a cost of \$11,143.

Motion carried unanimously.

FAMILY PLACE WEBSITE UPDATE

A motion was made by Mr. Hctor, seconded by Mr. McMullin, to accept the proposal for the Family Place website update to Drupal 9 submitted by Library Market at a cost of \$15,000 to be funded by the Family Place G2 fund.

Motion carried unanimously.

FOOD SERVICE WORKER POSITION

A motion was made by Mr. Harrington, seconded by Mrs. Mitnick, to establish a part time Food Service Worker position to be paid \$16 per hour.

Motion carried unanimously.

CONFERENCE AND TRAVEL

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

LIBRARY MARKETING AND COMMUNICATION CONFERENCE

Deborah Hempe to attend the Library Marketing and Communication conference in Indianapolis, IN from November 1st through November 4th, 2022 at a cost not to exceed \$2,500.

Motion carried unanimously.

APPROVAL OF PAYROLLS AND WARRANTS

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

payrolls:	
June 24, 2022	\$ 361,092.46
July 8, 2022	\$ 328,805.13
monthly warrant:	
Warrant #12 dated June 24, 2022	\$ 11,190.39
Warrant #1 dated July 8 & 20, 2022	\$ 825,466.44

Motion carried unanimously.

APPROVAL OF PERSONNEL REPORT

A motion was made by Mrs. Mitnick, seconded by Mr. Harrington, to approve the Report of Personnel Changes dated June 30, 2022.

Motion carried unanimously.

ADJOURNMENT

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

Motion carried unanimously.

Meeting adjourned at 10:39 a.m.