

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
of the
MIDDLE COUNTRY PUBLIC LIBRARY
August 17, 2022

The regular meeting of the Board of Trustees of the Middle Country Public Library was held on August 17, 2022 at the Centereach building.

Attendance was as follows:

Mrs. Lisa Mitnick	-	President
Mr. John Hocter	-	Member
Mr. Ronald Harrington	-	Member

Staff:

Mrs. Sophia Serlis-McPhillips	-	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 Mrs. Mitnick.

APPROVAL OF MINUTES

A motion was made by Mr. Hocter, seconded by Mr. Harrington, to approve the minutes of the board meeting held on July 20, 2022.

Motion carried unanimously.

REPORT OF THE DIRECTOR

The Director updated the Board on the Adult Services Redesign construction project and discussed the EVOC stations.

PROGRAM CATALOG COST INCREASE

A motion was made by Mrs. Mitnick, seconded by Mr. Harrington, to accept the quote from Haig Press, Inc. for an additional cost of \$6,380 for the Winter and Spring issues for the 2022-2023 year, due to the increased cost of paper.

Motion carried unanimously.

PAYMENT OF CLAIMS IN ADVANCE OF AUDIT

A motion was made by Mr. Harrington, seconded by Mr. Hoctor, to approve the payment in advance of the audit of claims for public utility services, postage, freight, express charges, and employee benefits. All such claims shall be presented at the next regular board meeting for audit and approval. As used in this subdivision, the term public utility services shall mean electric, gas, cable, internet, water, and telephone services; the term employee benefits shall mean dental, vision, health, life, long term disability, long term care insurances.

Motion carried unanimously.

LIBRARY INSURANCE FOR 2022-2023 YEAR

A motion was made by Mrs. Mitnick, seconded by Mr. Harrington, to accept the quote of Utica Insurance, in the amount of \$199,330 submitted by Joseph Price of EPIC Brokers, as the lowest quote for General Insurance, Umbrella, Auto and Worker's Compensation for the 2022-2023 year.

Motion carried unanimously.

CENTEREACH COURTYARD PAVERS – LANDTEK GROUP

A motion was made by Mr. Harrington, seconded by Mr. Hoctor, to accept the proposal from LandTek Group, in the amount of \$26,778, with all labor and materials priced in accordance with Town of Babylon contract 21G18, for the removal of existing pavers, and to supply and install aggregate base material, new pavers, topsoil and seed as needed.

Motion carried unanimously.

CAFÉ- REFRIGERATOR PURCHASE

A motion was made by Mr. Hoctor, seconded by Mrs. Mitnick, that the Director be authorized to purchase a refrigerator for the Cafe in the Centereach building as part of the Great Room renovation project in an amount not to exceed \$15,000. The Director will report to the Board the vendor selected and the final cost at the next board meeting.

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:

5 Tables
10 Chairs
1 Rolling Cart

Motion carried unanimously.

CONFERENCE AND TRAVEL

A motion was made by Mr. Harrington, seconded by Mrs. Mitnick, to approve travel expenses for the following employees:

LIBRARY MARKETING AND COMMUNICATION CONFERENCE

Elizabeth Malafi 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.

NYLA ANNUAL CONFERENCE

Lori Abbatepaolo, Amber Gagliardi, James Ward and Lukas Jennings to attend the NYLA Annual Conference in Saratoga Springs, NY on November 2nd through November 5th, 2022 at a cost not to exceed \$5,300.

PODFEST 2023

Sal DiVincenzo, Sara Fade to attend the PODFEST 2023 in Orlando, Florida from January 25th through January 29th, 2023 at a cost not to exceed \$6,000.

Motion carried unanimously.

FOUNDATION FUNDS ACCEPTANCE

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

NY Community Bank Foundation	
Family Place	\$ 3,250.00

Motion carried unanimously.

APPROVAL OF PAYROLLS & WARRANTS

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

payrolls:

July 22, 2022	\$ 259,972.35
August 5, 2022	\$ 275,565.75
monthly warrant:	
Warrant #1 dated July 22, 2022	\$ 39,843.55
Warrant #2 dated August 5 & 17, 2022	\$531,319.28

Motion carried unanimously.

APPROVAL OF PERSONNEL REPORT

A motion was made by Mr. Hocter, seconded by Mrs. Mitnick, to approve the Report of Personnel Changes, dated July 31, 2022.

Motion carried unanimously.

ADJOURNMENT

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

Meeting adjourned at 10:28 a.m.

Motion carried unanimously.