

2022_September_Minutes_Draft.pdf MINUTES OF THE MEETING OF THE BOARD OF
TRUSTEES
of the
MIDDLE COUNTRY PUBLIC LIBRARY
September 21, 2022

The regular meeting of the Board of Trustees of the Middle Country Public Library was held on September 21, 2022 at the Centereach building.

Attendance was as follows:

Mrs. Lisa Mitnick	-	President
Mr. John Hocter	-	Member
Mr. Ronald Harrington	-	Member
Mr. Edward McMullin	-	Member
Mrs. Jacqueline Schott	-	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 6:30 p.m. by Mrs. Mitnick.

APPROVAL OF MINUTES

A motion was made by Mr. Hocter, seconded by Mrs. Schott, to approve the minutes of the board meeting held on August 17, 2022.

Motion carried unanimously.

REPORT OF THE DIRECTOR

The Director updated the Board on the Adult Services Redesign construction project. The Director reminded the Board of the NYSED Board of Trustee training requirement beginning January 2023.

EXECUTIVE SESSION

A motion was made by Mr. Harrington, seconded by Mr. McMullin, that the Board move into executive session at 6:31 p.m. for matters of finance and personnel.

Motion carried unanimously.

A motion was made by Mrs. Mitnick, seconded by Mr. McMullin, that the Board conclude executive session at 6:47 p.m.

Motion carried unanimously.

DIRECTOR'S EVALUATION

A motion was made by Mr. McMullin, seconded by Mr. Hctor, that the board accept Mrs. Serlis-McPhillips' self-evaluation.

Motion carried unanimously.

PART TIME MANAGEMENT POSITIONS

A motion was made by Mrs. Mitnick, seconded by Mr. McMullin, to increase the hourly rate for the part time Customer Service Supervisory Senior Library Clerk positions to \$22.00 per hour for two new appointees and \$23.00 per hour for the current Supervisory Senior Library Clerk for the additional duties and management responsibilities.

Motion carried unanimously.

CENTEREACH FLOORING - MILBURN FLOORING MILLS

A motion was made by Mr. Harrington, seconded by Mrs. Schott, to approve the removal of old flooring in the Centereach staff breakroom, and the purchase and installation of new LVT tiles for the breakroom, sorter room, shipping office and hallway from sorter room to break room from Milburn Flooring Mills, NYS contract 20600 PC69409, at a cost of \$39,458.76.

Motion carried unanimously.

CLEANING SERVICES SELDEN BUILDING

A motion was made by Mr. McMullin, seconded by Mrs. Schott, to accept the proposal from Cleanfully Yours Building Maintenance, Inc., as the lowest responsible

quote, for cleaning services for the Selden building in the monthly amount of \$4,260.00 for the months of October, November and December.

Motion carried unanimously.

AIR- CONDITIONER REPLACEMENT– CENTEREACH BUILDING

As part of the Library's HVAC replacement plan, a motion was made by Mrs. Mitnick, seconded by Mr. Harrington, to accept the quote of Island Industrial Boilers for the replacement of the server room AC system in the Centereach building in the amount of \$23,800 for a 60,000 BTUH R-410A type air-conditioning system, all materials and labor as per contract approved by Board of Trustees April 2022 with Smithtown Central School District (PRC# 2017012974).

Motion carried unanimously.

OBSOLETE FURNITURE AND EQUIPMENT

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

- 2 Vacuums
- 4 Tables
- 4 Chairs
- 3 Air Conditioners

Motion carried unanimously.

SCLS RESOURCE SHARING CODE

A motion was made by Mrs. Schott, seconded by Mr. Hctor, to approve the proposed amendments to the SCLS Resource Sharing Code as outlined in the SCLS memorandum dated September 13, 2022.

Motion carried unanimously.

FOUNDATION FUNDS ACCEPTANCE

A motion was made by Mrs. Mitnick, seconded by Mrs. Schott, to accept funds from the Middle Country Library Foundation for the following:

NYS Department of Education - Mattera	
Adult Literacy	\$ 2,500.00
Miller Center	\$ 2,500.00
211 LI Database	\$ 5,000.00
Innovation Space	\$10,000.00
 Middle Country Library Foundation	
Family Place	\$25,447.00

Motion carried unanimously.

APPROVAL OF PAYROLLS & WARRANTS

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

payrolls:	
August 19, 2022	\$ 264,804.54
September 2, 2022	\$ 263,333.09
September 16, 2022	\$ 255,258.40
 monthly warrant:	
Warrant #2 dated August 19, 2022	\$ 12,773.32
Warrant #3 dated September 2, 16 & 21, 2022	\$ 713,818.54

Motion carried unanimously.

APPROVAL OF PERSONNEL REPORT

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

Motion carried unanimously.

ADJOURNMENT

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

Meeting adjourned at 7:06 p.m.

Motion carried unanimously.