

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
of the
MIDDLE COUNTRY PUBLIC LIBRARY
October 19, 2022

The regular meeting of the Board of Trustees of the Middle Country Public Library was held on October 19, 2022 at the Centereach building.

Attendance was as follows:

Mrs. Lisa Mitnick	-	President
Mr. John Hctor	-	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 6:02 p.m. by Mrs. Mitnick.

APPROVAL OF MINUTES

A motion was made by Mrs. Mitnick, seconded by Mr. McMullin, to approve the minutes of the board meeting held on September 21, 2022.

Motion carried unanimously.

REPORT OF THE DIRECTOR

The Director updated the Board on the Adult Services Redesign construction project. The Director and the Board reviewed the HVAC analysis report prepared by H2M Architects & Engineers.

ADULT SERVICES REDESIGN AND CONSTRUCTION ADMINISTRATION

A motion was made by Mrs. Mitnick, seconded by Mr. McMullin, to approve the proposal from Bermello, Ajamil & Partners, Inc. for the continuation of the project management and design, preparation of construction documentation and construction administration for the alteration of the Centereach Adult Services area at a final cost of \$41,100 due to delays in

construction.

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:

- 1 Weather Station
- 1 Chair
- 1 Table
- 3 Mini Sanitizers

Motion carried unanimously.

GIFTS AND DONATIONS POLICY

A motion was made by Mr. Hocter, seconded by Mr. McMullin, to revise the Gifts and Donations Policy as follows:

The library may accept gifts of materials and monetary gifts. Gift materials are reviewed using the same criteria as purchases. The library reserves the right to refuse items that are damaged, dirty or otherwise in poor condition. Accepted gifts become the property of the library and the library reserves the right to dispose of any gifts deemed unacceptable. The library will determine how to best incorporate gifted materials into the existing collections. Gifts received by the library that are not added to the library's collection may be forwarded to the Friends of the Middle Country Public Library for their disposition at a future sale. The proceeds from this sale shall directly benefit the library, in a fashion consistent with accepted library policies and services as determined by the Board of Trustees. Any items unsold by the Friends of the Library may then be donated to another organization or discarded. Gifts of money toward the purchase of materials may be accepted with the understanding that items will be selected based upon the needs of the library. Gifts may be appropriately identified by a book plate or suitable label which the library will choose and supply. The library may occasionally accept some gifts with restrictions imposed, based upon the discretion of the Director. Gifts of real property will not be accepted without the approval of the Board.

Motion carried unanimously.

FOUNDATION FUNDS ACCEPTANCE

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

Pritchard Charitable Foundation – Family Place	\$21,500.00
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Motion carried unanimously.

APPROVAL OF PAYROLLS & WARRANTS

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

payrolls:

September 30, 2022	\$ 266,138.74
October 14, 2022	\$ 267,901.80

monthly warrant:

Warrant #3 dated September 30, 2022	\$ 33,013.99
Warrant #4 dated October 14 & 19, 2022	\$ 373,177.58

Motion carried unanimously.

APPROVAL OF PERSONNEL REPORT

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

Motion carried unanimously.

ADJOURNMENT

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

Meeting adjourned at 6:30 p.m.

Motion carried unanimously.