

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
of the
MIDDLE COUNTRY PUBLIC LIBRARY
February 16, 2022

The regular meeting of the Board of Trustees of the Middle Country Public Library was held on February 16, 2022 at the Centereach building.

Attendance was as follows:

Mr. John Hoctor	-	President
Mr. Ronald Harrington	-	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 10:07 a.m. by Mr. Hoctor.

APPROVAL OF MINUTES

A motion was made by Mr. Harrington, seconded by Mrs. Schott, to approve the minutes of the board meeting held January 19, 2022.

Motion carried unanimously.

REPORT OF THE DIRECTOR

Mrs. Serlis-McPhillips updated the Board on the progress of the Centereach Adult Services Renovation project. The Director informed the Board that the cost of paper has risen significantly and may impact the quarterly newsletter in the coming months. The Director discussed requiring unvaccinated employees to continue wearing masks, noting the requirement would be evaluated on a monthly basis.

2022/2023 LIBRARY APPROPRIATION

A motion was made by Mr. Hoctor, seconded by Mrs. Schott that the library appropriation for the fiscal year 2022/2023 be \$15,051,134.

Motion carried unanimously.

MARCH BOARD MEETING AGENDA

A motion was made by Mr. Harrington, seconded by Mrs. Schott, that the agenda for the March 23, 2022 board meeting be changed as follows:

Call to Order
Approval of Minutes
Correspondence
Questions and Petitions from the Qualified Public on issues not related to the budget.
Report of the Director
Approval of Bills
Approval of Personnel Changes
Old Business
New Business
Budget Information Meeting (7:00 P.M.)
Adjournment

Motion carried unanimously.

UNVACCINATED EMPLOYEE MOTION

A motion was made by Mr. Harrington, seconded by Mr. Hctor, to require all unvaccinated employees to continue to wear a mask while they are on Library premises.

Motion carried unanimously.

NYS ANNUAL REPORT 2020/2021

A motion was made by Mr. Harrington, seconded by Mrs. Schott, to accept the NYS Annual Report for Public and Association Libraries for fiscal year 2020/2021.

Motion carried unanimously.

MCPL BY-LAWS REAPPROVAL

A motion was made by Mr. Hctor, seconded by Mrs. Schott, to reapprove the Middle Country Public Library By-Laws.

Motion carried unanimously.

LIBRARY CARDS POLICY

A motion was made by Mr. Harrington, seconded by Mrs. Schott, to revise the Library Cards Policy to read as follows:

QUALIFICATIONS

The Library District shall maintain free library service to anyone who resides in, or who owns, rents or leases property within the library district. Any qualified person who agrees to comply with all the rules and regulations, to pay all fees, to make good any loss or injury to library materials, and to give immediate notice of any change of address, shall be entitled to library privileges.

BORROWING PRIVILEGES

A full access library card will be issued to all patrons, unless a parent/guardian requests a limited access card for his/her child. A limited access card restricts borrowing privileges to the juvenile collections.

Only registered library card holders may check out materials. Card holders, 18 years or older, are responsible for all materials checked out on their library card. Parents/guardians of children under 18 years of age are responsible for all materials checked out on their children's cards.

ONLINE REGISTRATION

Patrons may pre-register for a library card online. A temporary barcode will be assigned allowing patrons to access online resources and place holds. Temporary barcodes must be updated to full access library cards by showing valid proof of residency within 30 days.

RENEWAL/RE-REGISTRATION

Patrons are requested to report lost or stolen library cards immediately. The fee for replacement of a lost or stolen card is \$1.00. Proper identification is required.

Library cards are scheduled for renewal every three years. Proper identification is required.

Library cards found inactive after three years are automatically removed from the patron file two years after the expiration date. Patrons can re-register using proper identification.

Motion carried unanimously.

DESIGNATED SPACES POLICY

A motion was made by Mr. Hctor, seconded by Mrs. Schott, to reapprove the Designated Spaces policy as follows:

The Library reserves the right to limit access to and use of designated spaces designed for specific audiences or purposes. Limited use/access areas include the Children's Room, the Underground, Club 5-6-7, Teen Resource Center, Nature Explorium, Quiet Study, Museum Corner and Miller Business Resource Center. The Director is authorized to develop and promulgate guidelines pertaining to the utilization of designated spaces within the Library and to amend such from time to time as deemed appropriate. All such designated spaces policies are to be displayed within the designated premises.

Motion carried unanimously.

APPROVAL OF PAYROLLS & WARRANTS

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

payrolls:	
January 21, 2022	\$313,854.88
February 4, 2022	\$270,730.43
monthly warrant:	
Warrant #7 dated January 21, 2022	\$ 21,310.36
Warrant #8 dated February 4 & 16, 2022	\$ 418,442.06

Motion carried unanimously.

APPROVAL OF PERSONNEL REPORT

A motion was made by Mr. Hoctor, seconded by Mrs. Schott, to approve the Report of Personnel Changes, dated January 31, 2022.

Motion carried unanimously.

ADJOURNMENT

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

Motion carried unanimously.

Meeting adjourned at 10:23 a.m.