

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES  
of the  
MIDDLE COUNTRY PUBLIC LIBRARY  
February 15, 2023

The regular meeting of the Board of Trustees of the Middle Country Public Library was held on February 15, 2023 at the Centereach Building.

Attendance was as follows:

Mrs. Lisa Mitnick	-	President
Mr. Edward McMullin	-	Vice-President
Mr. John Hoctor	-	Member
Mrs. Jacqueline Schott	-	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 6:31 p.m. by Mrs. Mitnick.

#### APPROVAL OF MINUTES

A motion was made by Mrs. Schott, seconded by Mr. McMullin, to approve the minutes of the board meeting held on January 18, 2023.

Motion carried unanimously.

#### REPORT OF THE DIRECTOR

The Director and the Board discussed the Library's electric vehicle charging stations.

#### 2023/2024 LIBRARY APPROPRIATION

A motion was made by Mrs. Mitnick, seconded by Mr. Harrington, that the library appropriation for the fiscal year 2023/2024 be \$15,199,140.

Motion carried unanimously.

#### MARCH BOARD MEETING AGENDA

A motion was made by Mrs. Mitnick, seconded by Mr. Harrington, that the agenda for the March 22, 2023 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.

#### CENTEREACH LIGHT FIXTURE UPGRADE

A motion was made by Mrs. Schott, seconded by Mr. Hoctor, to accept the quote from Flanagan Electric, for the installation of 86 LED fixtures in the Adult Learning Center and Miller Business area, at a cost of \$12,900.

Motion carried unanimously.

#### BUILDING MANAGEMENT SYSTEM UPGRADE

A motion was made by Mr. McMullin, seconded by Mr. Harrington, to integrate new roof top unit AC's 7,8,9 & 20 to the JCI Facility Explorer Building Management System with Commercial Instrumentation Services, Suffolk County contract CEM-050118, at a cost of \$10,209.77.

Motion carried unanimously.

#### HVAC MAINTENANCE AND SERVICE CONTRACT

A motion was made by Mrs. Mitnick, seconded by Mrs. Schott, to approve the services of All Industrial Boiler, Inc. dba Island Industrial Boiler for a maintenance and service contract for heating and air conditioning from January 1, 2023 through June 30, 2023 per the South Huntington Union Free School District contract (RFP # 2023-03).

Motion carried unanimously.

#### SERVER EQUIPMENT PURCHASE

A motion was made by Mr. Hoctor, seconded by Mr. Harrington, to purchase one Enterprise NVR Server to replace the one purchased in 2013, from Digital Provisions, Inc. NYS Contract 77201-PT68786 at a cost of \$13,580.

Motion carried unanimously.

#### PROGRAM CATALOG/ NEWSLETTER PRINTING BID REVISED

A motion was made by Mrs. Mitnick, seconded by Mr. McMullin, to accept the revised

quote from Haig Press, Inc., due to the increases in paper and labor, as that of the lowest responsible bidder, in the amount of \$45,160 for the printing of four issues of the program catalog/newsletter for the remaining year of the 2021 bid.

Motion carried unanimously.

#### FURNITURE REUPHOLSTERY

A motion was made by Mr. Harrington, seconded by Mr. McMullin, to accept the quote from Home Interiors by Anthony Giaramita, as the lowest, responsible quote, to reupholster 11 Citi chairs, 8 sectional couch pieces and 6 arm chairs at a cost of \$12,561.

Motion carried unanimously.

#### OBSOLETE FURNITURE AND EQUIPMENT

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

- 8 Tables
- 5 Metal Shelves
- 1 File Cabinet
- 1 Computer Desk
- 1 Trac Card Reader

Motion carried unanimously.

#### CONFERENCE AND TRAVEL

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

#### FAMILY PLACE SITE VISIT

Kristen Todd-Wurm and Kaitlyn Carmody for Family Place Site visits to Muskegon Library and Hackley Library in Muskegon, and White Lake Library in White Lake, Michigan from March 14 to March 16, 2023 at cost not to exceed \$4,700 to be funded by Family Place.

#### INNOVATIVE USERS GROUP CONFERENCE 2023

Ryan Gessner and Deborah Antolini to attend the Innovative Users Group Conference in Phoenix, Arizona from May 10 through May 14, 2023 at a cost not to exceed \$4,800.

Motion carried unanimously.

#### FOUNDATION FUNDS ACCEPTANCE

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

IMLS Grant	
Family Place	\$ 3,500.00
Middle Country Library Foundation	
MCPL Family Center	\$ 4,000.00
Museum Corner	\$ 3,000.00
Parent Child Home Program	\$ 5,000.00
Nature Explorium	\$ 2,500.00
211 Long Island	\$15,000.00
Miller Business Center	\$ 2,000.00
Staff Recognition	\$ 1,500.00

Motion carried unanimously.

### APPROVAL OF PAYROLLS & WARRANTS

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

payrolls:

January 20, 2023	\$ 312,852.28
February 3, 2023	\$ 275,606.43

monthly warrant:

Warrant #7 dated January 20, 2023	\$ 11,417.24
Warrant #8 dated February 3 & 15, 2023	\$ 479,212.04

Motion carried unanimously.

### APPROVAL OF PERSONNEL REPORT

A motion was made by Mrs. Mitnick, seconded by Mrs. Schott, to approve the Report of Personnel Changes dated January 31, 2023.

Motion carried unanimously.

### ADJOURNMENT

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

Motion carried unanimously.

Meeting adjourned at 7:05 p.m.