

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
of the
MIDDLE COUNTRY PUBLIC LIBRARY
March 21, 2023

The regular meeting of the Board of Trustees of the Middle Country Public Library was held on March 21, 2023 at the Centereach Building.

Attendance was as follows:

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

Staff:

Mrs. Sophia Serlis-McPhillips	-	Director
Mr. Ryan Gessner	-	Assistant Director
Mrs. Tracy LaStella	-	Assistant Director
Mrs. Christina Blount	-	Administrative Assistant

CALL TO ORDER

The meeting was called to order at 11:02 a.m. by Mrs. Mitnick.

APPROVAL OF MINUTES

A motion was made by Mrs. Mitnick, seconded by Mr. Harrington, to approve the minutes of the board meeting held on February 15, 2023.

Motion carried unanimously.

REPORT OF THE DIRECTOR

The Director and the Board discussed the Library Trustee training.

BOARD OF REGISTRATION

A motion was made by Mr. Hoctor, seconded by Mr. Harrington to approve the personnel appointed by the Elections Clerk to serve as a Board of Registration on Tuesday, March 28, 2023:

Sara Calderone
Kim Cappisillo
Darlene Hartman
Regina Moloney

Motion carried unanimously.

BOARD OF ELECTION

A motion was made by Mrs. Mitnick, seconded by Mr. Harrington, that the following personnel, appointed by the Elections Clerk to serve as a Board of Election for the Library election to be held on Tuesday, April 4, 2023, be approved:

Christina Blount
Janice Boscarino
Sara Calderone
Kim Cappisillo
Lynne Ceraso
Joan Dio
Nicole DiSalvo
Maureen Dragos
Laura Eisenbraun

MaryAnne Ellinger
Beth Finn
Darlene Hartman
Pat Knespler
Susan LaSelva
Lawrence Loewy
Regina Moloney
Linda Perro
Elizabeth Salerno

Motion carried unanimously.

NYS ANNUAL REPORT 2021/2022

A motion was made by Mr. Hoctor, seconded by Mr. Harrington, to accept the NYS Annual Report for Public and Association Libraries for fiscal year 2021/2022.

Motion carried unanimously.

DIGITAL PROVISIONS/ADDITIONAL DOORS

A motion was made by Mrs. Mitnick, seconded by Mr. Harrington, to purchase four additional new access control doors in Centereach and integrate with existing S2 Access Control System, including equipment, installation, and service in the amount of \$17,576.70 from NYS contract #PT68786.

Motion carried unanimously.

MULTIMEDIA RECORDING STUDIO POLILCY

A motion was made by Mr. Harrington, seconded by Mr. Hoctor, to approve the Middle Country Public Library Multimedia Recording Studio Policy.

Middle Country Public Library Multimedia Recording Studio Use Policy Draft

The Middle Country Public Library's (MCPL) multimedia recording studio affords users the opportunity to create, collaborate, and experiment with new technologies. The multimedia recording studio is not intended to constitute a professional recording studio, but instead to provide the opportunity for creators to acquire and hone skills. Creators must comply with the policies and procedures set forth below:

Recording Studio Policy and Procedures

- MCPL's *Patron Behavior Policy* and the *Regulations for Use of Library Meeting Rooms* are to be adhered to at all times when using the studio
- A library card or photo identification must be presented to use the studio, either when a reservation is made or when arriving to use the studio.
- Creators younger than 14 years of age must be accompanied by a parent/guardian.
- The recording studio is available to creators who have completed the orientation in person or online.
- Appointments are required to utilize the studio. No walk-in or open-time use will be provided.
- Appointments may be scheduled for a maximum of three consecutive hours and a maximum 30 days in advance. Creators may request two reservations per calendar month. Availability of specific appointment times cannot be guaranteed and may change based on the needs of the library.
- Creators should request any library equipment needed when booking appointments. Any outside equipment must be approved prior to use in the studio.
- A maximum of four individuals are permitted in the studio at any time.
- No food or uncovered drinks are permitted in the studio.
- Any individual in the studio accepts full responsibility for the condition of the studio and equipment and agrees to pay the cost of any repair or replacement necessary due to their use of the space.
- Creators are responsible for providing their own digital media storage. The library will not store creator content on library equipment for use between sessions. The library is not responsible for any lost or compromised content.
- Equipment is not to be unplugged; a library staff member is to be contacted for assistance if an issue arises.
- All applicable intellectual property laws, including all copyright laws, must be observed. Recording studio users are responsible for obtaining their own protections for intellectual property developed.
- No obscene, violent, or inappropriate content may be recorded, edited, downloaded, or generated in any form. Violators will be banned from future use.
- The studio will close 30 minutes prior to the Library closing. Creators must leave the studio at that time. Creators should complete all work and save all created media prior to the recording studio's closing time.

Library staff members will not provide one-on-one assistance during recording studio appointments. Proficiency in using computers and recording devices is expected to achieve results in undertaking studio activities.

Motion carried unanimously.

STAFF DEVELOPMENT WORKSHOP – TIM MCHEFFEY

A motion was made by Mr. Hctor, seconded by Mrs. Mitnick, to accept the proposal from Tim McHeffey to provide a staff development workshop for full-time and part-time staff consisting of two sessions on May 23rd and two sessions on June 13th at a cost of \$1,970.

Motion carried unanimously.

LANDSCAPING RFP 2023

A motion was made by Mr. Harrington, seconded by Mr. Hoctor, to accept the bid of Ram Landscape Maintenance Inc., as that of the lowest possible responsible bidder in the amount of \$25,713 for landscaping services at the Centereach and Selden buildings.

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.

2	Vacuums
3	Tables
2	Televisions

Motion carried unanimously.

CONFERENCE AND TRAVEL

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

ALA ANNUAL CONFERENCE

Sophia Serlis-McPhillips, Ryan Gessner and Elizabeth Malafi to attend the ALA Annual Conference in Chicago, IL from June 23rd to June 26th 2023 at a cost not to exceed \$8,000.

NYSLAA ANNUAL CONFERENCE

Patricia Jackman to attend the NYSLAA Annual Conference in Oneonta, NY from June 7th through June 9th, 2023 at a cost not to exceed \$1,250.

Motion carried unanimously.

APPROVAL OF PAYROLLS & WARRANTS

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

payrolls:

February 17, 2023	\$ 272,860.50
March 3, 2023	\$ 273,324.84
March 17, 2023	\$ 272,650.17

monthly warrant:

Warrant #8 dated February 17, 2023	\$ 17,773.58
Warrant #9 dated March 3, 17 & 22, 2023	\$ 610,337.13

Motion carried unanimously.

APPROVAL OF PERSONNEL REPORT

A motion was made by Mr. Hocter, seconded by Mr. Harrington, to approve the Report of Personnel Changes dated February 28, 2023.

Motion carried unanimously.

ADJOURNMENT

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

Motion carried unanimously.

Meeting adjourned at 11:26 a.m.