

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
of the
MIDDLE COUNTRY PUBLIC LIBRARY
April 18, 2023

The regular meeting of the Board of Trustees of the Middle Country Public Library was held on April 18, 2023 at the Centereach Building.

Attendance was as follows:

Mrs. Lisa Mitnick	-	President
Mr. Edward McMullin	-	Vice-President
Mr. John Hoctor	-	Member
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 11:00 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 March 21, 2023.

Motion carried unanimously.

EXECUTIVE SESSION

A motion was made by Mrs. Schott, seconded by Mrs. Mitnick that the Board move into executive session at 11:01 a.m. to discuss personnel matters and finance.

Motion carried unanimously.

A motion was made by Mr. Harrington, seconded by Mrs. Mitnick, that the Board conclude executive session at 11:22 a.m.

Motion carried unanimously.

REPORT OF THE DIRECTOR

The Director updated the Board on the Café.

SAFETY PLAN

A motion was made by Mr. Hoctor, seconded by Mr. McMullin to approve the updated Safety Plan.

Motion carried unanimously.

CONFIDENTIALITY OF LIBRARY RECORDS POLICY

A motion was made by Mrs. Mitnick, seconded by Mr. McMullin, to approve the updated Confidentiality of Library Records policy.

CONFIDENTIALITY OF LIBRARY RECORDS

The Middle Country Public Library acknowledges the requirements of the provisions of §4509 and §2307 of the NY Civil Practice Law and Rules pertaining to the confidentiality of "library records which contain names or other personally identifying details" pertaining to the users/patrons of the Middle Country Public Library; and the legal process required to be invoked to obtain the production of any records disclosing "names or other personally identifying details regarding the users of the Library."

Maintaining the confidentiality of patrons of the Library is to be safeguarded by providing for the non-disclosure of records including those related to the circulation of Library materials; computer database searches; inter-Library loan transactions; reference queries; requests for photocopies of Library materials; title reserve requests; or the use of audio-visual materials, films and records, and such other sources of information that would disclose patron identity.

Disclosure of such records shall be limited to Library personnel when necessary for the proper operation of the Library; further, disclosure is only to be provided upon the request or consent of the patron/user or pursuant to subpoena, court order or where otherwise required by law.

Records shall not be made available to any individual or entity, including any agency of the federal, state or local government except pursuant to a duly authorized *Subpoena Duces Tecum* upon such terms as are provided within the duly issued *Subpoena*.

No member of the staff other than the Director or the Director's designee is authorized to respond to any form of judicial process or to provide any patron-specific or Library-business information, in writing or oral form, to law enforcement personnel or other persons. All inquiries relating to the disclosure of Library records are to be reviewed by the Library's counsel.

Motion carried unanimously.

OBSOLETE FURNITURE AND EQUIPMENT

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

4 Rolling Chairs

Motion carried unanimously.

CENTEREACH CHILDREN'S AREA FURNITURE

A motion was made by Mr. Harrington, seconded by Mr. McMullin, to accept the quote from Waldner's Business Environments to provide furniture for the Children's area, NYS contract 20915 PC-68364, in the total amount of \$19,082.56.

Motion carried unanimously.

APPROVAL OF PAYROLLS & WARRANTS

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

payrolls:

March 31, 2023	\$ 271,611.66
April 14, 2023	\$ 300,082.51

monthly warrant:

Warrant #8 dated March 31, 2023	\$ 18,955.10
Warrant #9 dated April 14 & 18, 2023	\$ 801,735.21

Motion carried unanimously.

APPROVAL OF PERSONNEL REPORT

A motion was made by Mr. McMullin, seconded by Mr. Harrington, to approve the Report of Personnel Changes dated March 31, 2023.

Motion carried unanimously.

ADJOURNMENT

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

Motion carried unanimously.

Meeting adjourned at 11:40 a.m.