

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
of the
MIDDLE COUNTRY PUBLIC LIBRARY
July 19, 2023

The annual meeting of the Board of Trustees of the Middle Country Public Library was held on July 19, 2023 at the Centereach Building.

Attendance was as follows:

Mrs. Lisa Mitnick	-	President
Mr. Edward McMullin	-	Vice-President
Mr. John Hocter	-	Member
Mr. Ronald Harrington	-	Member
Mrs. Jaqueline 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 6:31 p.m. by Mrs. Mitnick.

OATH OF OFFICE

On behalf of the Board, Mrs. Mitnick accepted the Oath of Office for Edward McMullin.

APPROVAL OF MINUTES

A motion was made by Mrs. Mitnick, seconded by Mr. Harrington, to approve the minutes of the board meeting held on June 21, 2023.

Motion carried unanimously.

ANNUAL MOTIONS

A motion was made by Mr. Harrington, seconded by Mrs. Schott, to approve the following annual motions for the fiscal year July 1, 2023 through June 30, 2024:

DEPOSITORY

Primary Depositories
BankUnited
Secondary Depositories

Flushing Bank

NEWSPAPERS

Times of Middle Country
Brookhaven Review

APPOINTMENTS

Attorney	- Kevin Seaman
Treasurer	- William Rothaar
External Auditor	- Nawrocki Smith, LLP
Claims Auditor	- Frank Verdone
Insurance Broker	- Joseph Price
Election Clerk	- Beth Finn
Records Management Officer	- Christina Blount

APPROVED SIGNATORIES

President of the Board of Trustees of Middle Country Public Library
Director of the Middle Country Public Library

AUTHORIZED CHECK SIGNATORIES

President of the Board of Trustees of Middle Country Public Library
Director of the Middle Country Public Library
Treasurer

CURRENT LIBRARY POLICIES

Investment Policy
Procurement Policy
Fund Balance Policy
Conflict of Interest Policy
Code of Ethics Policy
Budget Transfer Policy

TAX SHELTERED ANNUITY PRODUCTS

The American Funds Group
Invesco
New York State Tax Deferred Compensation Plan

MEAL REIMBURSEMENT

Per meal: Breakfast - \$30
 Lunch - \$40
 Dinner - \$75

CREDIT CARD - AUTHORIZED STAFF

American Express
Director
Assistant Directors

Bank of America Visa
Director
Assistant Director for Operations
Coordinator for Family Place & Early Childhood Services

Home Depot/Exxon Mobil

Facilities Manager
Custodian I and II

EQUIPMENT USE – AUTHORIZED STAFF

The following positions are authorized the use of Library equipment as listed below. Staff are required to reimburse the Library for personal use of the equipment. The Library will reimburse staff for personal use of their phone at 50%.

Library Vehicle and Phones
Facilities Manager
Custodian I and II
Cellular Phones Personal
Director
Assistant Directors
Coordinator for Family Place & Early Childhood Services
Coordinator of Computer Services & Technology

Motion carried unanimously.

LIBRARY ATTORNEY RETAINER

A motion was made by Mrs. Mitnick, seconded by Mr. Hoctor, to approve the annual retainer of Kevin Seaman, the library's attorney, in the amount of \$18,500 for fiscal year 2023/2024.

Motion carried unanimously.

PUBLIC RELATIONS SERVICES-SYNTAX COMMUNICATION

A motion was made by Mr. Hoctor, seconded by Mr. Harrington, to approve a contract for \$11,000 with Syntax Communication for public relations services for fiscal year 2023/2024 and to approve an amount not to exceed \$10,000 for special projects for the same time period.

Motion carried unanimously.

CENTEREACH ROOF REPAIR

A motion was made by Mr. Harrington, seconded by Mrs. Mitnick, to appoint More Consulting Corporation to complete the roof repair of the Centereach building, including the removal of the existing rooftop down to the roof decking and installation of new insulation, drains, coping and fascia, including a 30-year warranty, Suffolk County Department of Public Works contract RR010819, at a cost of \$429,758, to be funded by the Capital Fund.

Motion carried unanimously.

COMPUTER PURCHASE

A motion was made by Mr. Hoctor, seconded by Mr. McMullin, to approve the purchase of 30 - HP EliteOne 840 G9 24" All in One Computer from HP to replace the Selden Public Access computers, NYS contract 73600 Aggregate Purchase PM20860 at a cost of \$33,075.

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 through September 1, 2023, pricing and conditions per the South Huntington Union Free School District contract (RFP # 2023-03).

Motion carried unanimously.

CONFERENCE AND TRAVEL

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

LIBRARY MARKETING & COMMUNICATIONS CONFERENCE 2023

Elizabeth Malafi and Deborah Hempe to attend the Library Marketing and Communications Conference in Indianapolis, Indiana from November 6th through November 8th, 2023 at a cost not to exceed \$4,000.

PODFEST 2024

Sal DiVincenzo, Sara Fade, and Nicole Rambo to attend the PODFEST 2024 in Orlando, Florida from January 24th through January 28th, 2024 at a cost not to exceed \$8,250.

Motion carried unanimously.

NVISION SYSTEM ADMINISTRATORS

A motion was made by Mrs. Mitnick, seconded by Mr. Hoctor, to appoint Christina Blount and James Matias as nVision System administrators, effective July 28, 2023.

Motion carried unanimously.

AUTHORIZED SIGNATORIES

A motion was made by Mr. McMullin, seconded by Mr. Harrington, to authorize Sophia Serlis-McPhillips and Christina Blount as authorized administrators for the Library's Bank of America credit card account, effective July 28, 2023.

Motion carried unanimously.

BANK DEPOSITORY

A motion was made by Mr. Harrington, seconded by Mrs. Mitnick, to appoint Sophia Serlis-McPhillips and Christina Blount as signatories for the purpose of making wire transfers.

Motion carried unanimously.

OBSOLETE FURNITURE AND EQUIPMENT

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

10	Tables
23	Chairs
1	Safe
2	File Cabinets
1	Sorter Bin
1	Wall Partition

Motion carried unanimously.

FOUNDATION FUNDS ACCEPTANCE

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

American Library Association	\$2,000
Museum Corner	

Motion carried unanimously.

APPROVAL OF PAYROLLS & WARRANTS

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

payrolls:	
June 23, 2023	\$ 270,953.55
July 7, 2023	\$ 345,359.41
monthly warrant:	
Warrant #12 dated June 23, 2023	\$ 12,461.60

Warrant #1 dated July 7 & 19, 2023

\$ 883,940.06

Motion carried unanimously.

APPROVAL OF PERSONNEL REPORT

A motion was made by Mrs. Mitnick, seconded by Mr. Harrington, to approve the Report of Personnel Changes dated June 30, 2023.

Motion carried unanimously.

ADJOURNMENT

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

Motion carried unanimously.

Meeting adjourned at 6:56 p.m.