

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
of the
MIDDLE COUNTRY PUBLIC LIBRARY
August 16, 2023

The regular meeting of the Board of Trustees of the Middle Country Public Library was held on August 16, 2023 at the Centereach Building.

Attendance was as follows:

Mrs. Lisa Mitnick	-	President
Mr. John Hocter	-	Member
Mrs. Jaqueline Schott	-	Member

Staff:

Mrs. Sophia Serlis-McPhillips	-	Director
Mr. Ryan Gessner	-	Assistant Director
Mrs. Tracy LaStella	-	Assistant Director
Mrs. Christina Blount	-	Head of Business & Personnel

CALL TO ORDER

The meeting was called to order at 10:04 a.m. by Mrs. Mitnick.

APPROVAL OF MINUTES

A motion was made by Mrs. Mitnick, seconded by Mrs. Schott, to approve the minutes of the board meeting held on July 19, 2023.

Motion carried unanimously.

PATRON BEHAVIOR POLICY

A motion was made by Mrs. Mitnick, seconded by Mr. Hocter, to approve the Patron Behavior Policy.

Patrons shall engage in reading, studying, using library materials or similar activities associated with the use of a public library. Any person not so engaged may be required to leave the library premises. Patrons are prohibited from engaging in any activity which constitutes an annoyance, disruption or distraction to patrons and the orderly operation and peaceful utilization of the library and library premises such as:

interfering with other patrons' reasonable expectations of privacy

interfering with Library staff's performance of their duties

engaging in a course of conduct which alarms "or seriously annoys" another person and serves no legitimate purpose; such prohibition to include the striking, shoving, kicking, unpermitted touching, or otherwise subjecting another person to physical contact or attempting or threatening to do so

engaging in unwelcome sexual advances, requests for sexual favors, and or other verbal or physical conduct of a sexual nature, including viewing material of a pornographic nature

staring at another person or following another person about the premises such that the other person could reasonably be considered to be annoyed or disturbed

leaving children under the age of 10 unattended in the premises

using harassing, obscene, abusive, or insulting language or gestures

causing a disturbance by arguing, propagandizing, or preaching

engaging in loud or boisterous activities, playing audio or video equipment such that others are disturbed

eating (except for Library approved programs and designated areas), congregating, soliciting, or sleeping

smoking, including E-cigarettes, in the buildings and on all grounds controlled and managed by the Library

using or carrying skateboards on Library premises

using cell phones in other than designated areas

improperly using Library restrooms or facilities for purposes such as bathing, shaving, changing or laundering clothes

possessing, distributing, or consuming alcoholic beverages, illegal drugs, narcotics, or controlled substances

possessing or using a dangerous weapon

damaging, defacing, destroying, or stealing any material, equipment, or property belonging to the Library or to other patrons or staff

rearranging Library furniture or using it improperly, including sitting on or putting feet on tables

entering the building without footwear or both upper and lower body covering

evidencing bodily hygiene so offensive as to constitute a nuisance to other persons

bringing any pets, with the exception of trained guide dogs or pets assisting disabled persons

Library personnel and security guards will enforce these rules. Patrons not complying will be asked to leave. Library personnel and Security guards are authorized to contact the police if necessary.

Any patron who violates Library rules and regulations may be denied the privilege of access to the Library by the Library Director. Any patron whose privileges are denied for more than 30 days may have that decision reviewed by the Board of Trustees.

Motion carried unanimously.

MEETING ROOM POLICY

A motion was made by Mrs. Schott, seconded by Mrs. Mitnick, to approve the Meeting Room Policy.

It is the intention of the Board of Trustees of the Middle Country Public Library that the Library's meeting rooms shall have the widest possible use by residents of the Library District without interfering with normal Library operations. Programs are to be educational, cultural or recreational, and in strict compliance with New York State Education Law, E 414.

1. The Library Director is authorized by the Board of Trustees to review and act upon the applications

submitted.

2. All applications must be made at least 10 working days before the proposed scheduled meeting. Applications must be submitted by a resident sponsor aged 21 years or older of the Middle Country Public Library District.
3. In accordance with New York State Education Law, all meetings shall be open to the general public.
4. Meeting room use is limited to not-for-profit groups. Preference will be given to groups composed of a majority Library District residents.
5. Library sponsored programs and activities are to take precedence in the assignment of meeting rooms, and may supersede any program scheduled.
6. Time periods for the use of the meeting rooms are as follows: 9:30 a.m. to 9:00 p.m. Monday to Friday 9:30 a.m. to 5:00 p.m. Saturday.
7. No admission fee may be charged, no donations may be solicited, nor may any items, products or services be sold by any organizations utilizing a meeting room. Nothing shall be exhibited, displayed or given away without permission of the library.
8. Organizations meeting regularly in the meeting rooms must renew their applications annually, prior to June 15.
9. The use of Library meeting rooms is limited to one meeting per month per organization.
10. Announcements of meetings in the Library must neither state nor imply that the Library is sponsoring the meeting. Use of a meeting room does not mean endorsement by the Library of the group using it, or of the program presented.
11. No intoxicating beverages may be brought to or consumed on Library premises. Light refreshments may be served with prior approval.
12. Attendance shall be limited to the prescribed legal capacity of each meeting room.
13. Applicants receiving permission to use the meeting rooms must be responsible for the conduct of attendee under their sponsorship.
14. The applicant personally and the organization, will be financially accountable for any damage or loss that may occur from the use of the meeting rooms.
15. The Library is not responsible for damage to or loss of property of individuals or organizations that is used or left on the premises.
16. There will be no parties, celebrations or festivities of any kind permitted within meeting rooms.
17. Six months prior to an election date, no candidate running for office for his/her party or support at such election will be permitted to utilize the meeting room. Campaigning for or against a candidate for his/her party is also prohibited.
18. The applicant will be responsible for any set-up required in the meeting rooms. Tables and chairs are available. Any other equipment must be provided by the applicant.
19. The meeting rooms will be left in a clean and orderly condition.
20. All rules of the Police, Health and Fire Departments are to be observed.
21. Organizations must notify the Library Director in the event of cancellation or postponement.
22. The right to revoke a permit, at any time, is reserved by the Library.
23. Additional stipulations may be imposed by the Library, as may be deemed necessary.
24. Paid tutors are prohibited from using meeting or study rooms.

Motion carried unanimously.

LIBRARY INSURANCE 2023-2024

A motion was made by Mr. Hctor, seconded by Mrs. Schott, to accept the quote of Utica Insurance, in the amount of \$203,388 submitted by Joseph Price of EPIC Brokers, as the lowest quote for General Insurance, Umbrella, Auto and Worker's Compensation for the 2023-2024 year.

Motion carried unanimously.

APPROVAL OF PAYROLLS & WARRANTS

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

payrolls:	
July 21, 2023	\$269,125.98
August 4, 2023	\$345,442.02
monthly warrant:	
Warrant #1 dated July 21, 2023	\$ 15,180.53
Warrant #2 dated August 4 &16, 2023	\$425,988.36

Motion carried unanimously.

APPROVAL OF PERSONNEL REPORT

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

Motion carried unanimously.

ADJOURNMENT

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

Motion carried unanimously.

Meeting adjourned at 10:24 a.m.