

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

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

Attendance was as follows:

Mrs. Lisa Mitnick	-	President
Mr. John Hctor	-	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

CALL TO ORDER

The meeting was called to order at 10:01 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 Library board meeting held on May 17, 2023.

Motion carried unanimously.

EXECUTIVE SESSION

A motion was made by Mr. Hctor, seconded by Mrs. Mitnick, that the Board move into executive session at 10:10 a.m. for matters of personnel.

Motion carried unanimously.

A motion was made by Mrs. Mitnick, seconded by Mr. Hctor, that the Board conclude executive session at 10:18 a.m.

Motion carried unanimously.

SALARY CHANGES

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

Grant Kristen Todd-Wurm a \$2,500 stipend for additional administrative responsibilities for Family Place to be paid by the G2 Fund; approve a \$40 hourly rate of pay for the position of

Administrative Assistant part-time; and approve a pay step change for Christina Blount to Non-Professional Pay Grade 16, Step 9, effective July 2, 2023.

Motion carried unanimously.

CENTEREACH PROFESSIONAL WING & HALLWAY CARPET

A motion was made by Mrs. Mitnick, seconded by Mr. Hoctor, to accept the quote from Parsons Flooring for the purchase and installation of carpet for the professional wing and hallway in the Centereach building, NYS contract PC69411 at a cost of \$38,698.79.

Motion carried unanimously.

SELDEN PARKING LOT PAVING

A motion was made by Mr. Hoctor, seconded by Mr. Harrington, to accept the proposal from Laser Industries, Inc. in the amount of \$41,532, Suffolk County Contract ADA 090519-A2 for excavation, disposal, materials and installation of sidewalks, curbs, and ramp at the Selden building.

Motion carried unanimously.

CAFÉ DISCOUNT

A motion was made by Mrs. Mitnick, seconded by Mr. Hoctor, to approve a 10% discount for purchases made at the MCPL Café for all Library staff and Board of Trustee members.

Motion carried unanimously.

BOARD MEETINGS FOR THE 2023-2024 YEAR

A motion was made by Mrs. Schott, seconded by Mr. Hoctor, to approve the following dates and times for the Board of Trustees meetings for the 2023-2024 year as follows:

July 19, 2023	6:30 pm
August 16, 2023	10:00 am
September 20, 2023	6:30 pm
October 18, 2023	6:00 pm
November 15, 2023	6:30 pm
December 20, 2023	10:00 am
January 17, 2024	6:30 pm
February 21, 2024	6:30 pm
March 20, 2024	6:30 pm
April 17, 2024	6:30 pm
May 15, 2024	6:30 pm
June 18, 2024	10:00 am

Motion carried unanimously.

SOCIAL MEDIA POLICY

A motion was made by Mrs. Mitnick, seconded by Mr. Harrington, to approve the Social Media Policy.

Middle Country Public Library Social Media Policy

Social media is defined as any web-based tool such as a blog, micro-blog, online forum, content-sharing website, or other digital channel established for online interaction and connection. The Library maintains a presence on several social media sites such as Twitter, Facebook, and YouTube. These sites allow users to interact with the Library to communicate and share opinions.

Comments and posts are welcomed on the Library's social media sites. Comments should be related to posted topics within MCPL's social media page or post. Postings containing any of the following may be removed:

- Obscene comments or hate speech
- Personal attacks, harassment or threatening language
- Potentially libelous statements
- Plagiarized or copyrighted material
- Commercial promotions or spam
- Political or religious messages
- Material that is deemed off-topic or inappropriate
- Private or personal information
- Falsification of identity
- Hyperlinks to material not directly related to the discussion
- Any illegal activity
- Solicitations for donations, or membership requiring a fee
- Photos or other images that may fall within any of the above categories
- Content that promotes, fosters or perpetuates discrimination on the basis of race, ethnicity, national origin, citizenship status, gender identity or expression, sexual orientation, age, religion, political ideology, veteran status, marital status or sensory, physical or mental disability or any other recognized characterization within federal or state law
- Information that may tend to compromise the safety or security of the public or public systems
- Content that violates a legal ownership interest of any other party

The Library reserves the right to edit or remove any comment or posting for space or content. After a warning of inappropriate comment, the Library reserves the right to permanently block from the site persons(s) who violate these guidelines.

The Library does not collect, maintain, or otherwise use the personal information stored on any third-party site in any manner other than to communicate with users on the site. Users should be aware that third party websites may possess their own privacy policies.

MCPL social media accounts are not open to comments promoting or opposing any person campaigning for election to a political office, or promotion or advertisement of a business or commercial transaction.

Patrons encountering harassment via a social media site should file a complaint using the reporting mechanisms established by the site.

In consideration of the access to posting of comments, the user agrees to indemnify the Middle Country Public Library, its Board of Trustees, employees and representatives from and against all liabilities, damages and costs incurred which arise out of or are related to the posted content.

Motion carried unanimously.

BUDGET TRANSFERS FY 2022-2023

A motion was made by Mrs. Schott, seconded by Mr. Harrington, to authorize the following budget transfers for the fiscal year 2022-2023.

ACCOUNT	INCREASE	DECREASE
L442 PROGRAMS	\$40,000.00	
L403 FURNITURE & EQUIPMENT		\$40,000.00
L413 SUBSCRIPTIONS	\$20,000.00	
L418 REALIA	\$15,000.00	
L415 VISUAL MATERIALS		\$35,000.00
L421 CUSTODIAL SERVICES	\$10,000.00	
L14401 CUSTODIAL/SECURITY SALARY		\$10,000.00
L422 CAFÉ EXPENSES	\$15,000.00	
L425 INNOVATION SPACE	\$2,000.00	
L410 BOOKS		\$17,000.00
L438 MEMBERSHIP DUES	\$38.00	
L428 TRAINING & CONFERENCE		\$38.00
L439 RENT, REPAIR, & MAINT. OFF. EQUIP.	\$20,000.00	
L430 OFFICE & LIBRARY SUPPLIES		\$20,000.00
Total Budget Transfer Amount	\$122,038.00	\$122,038.00

Motion carried unanimously.

OBSOLETE EQUIPMENT DISPOSAL

A motion was made by Mrs. Mitnick, seconded by Mr. Harrington, to remove from inventory the following equipment that is obsolete or incompatible with existing Library computer equipment and to either discard the equipment or offer the equipment to local community agencies.

Type	MCPL Tag	Model	Serial Number
Networking	6884	Black Box 10/100/1000 BLA-LGB2001A 8 port switch	97UP08100065
Monitor	7126	Dell Ultra Sharp 2408 WFP (Wide)	MX-OG283H-74262-95I-1N6S
Monitor	7127	Dell Ultra Sharp 2408 WFP (Wide)	MX-OG283H-74262-95I-1N3S
Monitor	7128	Dell 1908FP replacement for YA- refurbished	CN0D307J7444595GC8TS
Monitor	7683	HP LA2205WG Wide-Screen LCD - NM274AA	3CQ0204NB4
Monitor	8350	HP LA2205WG Wide-Screen LCD - NM274AA	3CQ220BVJL
Networking Accessories	8558	APC SmartUPS 1500 LCD	AS1320210305
Computer	8878	Custom VR PC for HTC Vive	
Tablet	9380	Apple iPad Air2 Wi-Fi 16GB	DMPPQ0BVG5VJ
Tablet	9381	Apple iPad Air2 Wi-Fi 16GB	DMPPQ0C5G5VJ
Tablet	9382	Apple iPad Air2 Wi-Fi 16GB	DMPPQ0D8G5VJ
Tablet	9384	Apple iPad Air2 Wi-Fi 16GB	DMPPQ0EEG5VJ
Laptop	9935	Latitude 25 3000 (3570)	62W04C2
Laptop	9936	Latitude 25 3000 (3570)	F1X04C2
Laptop	9937	Latitude 25 3000 (3570)	9BX04C2
Server	9944	Dell Poweredge R530	6MQQXG2
Server	9945	Dell Poweredge R530	6MQRXG2
Server	9946	Dell Poweredge R530	6MRCXG2
Computer	9952	Dell Optiplex 7440 AIO	G0W1CH2
Computer	9953	Dell Optiplex 7440 AIO	G0WCCH2
Computer	9954	Dell Optiplex 7440 AIO	G0WDCH2
Computer	9955	Dell Optiplex 7440 AIO	G0WFCH2
Computer	9956	Dell Optiplex 7440 AIO	G0WGCH2
Computer	9957	Dell Optiplex 7440 AIO	G0WYBH2
Computer	9958	Dell Optiplex 7440 AIO	G0WZBH2
Computer	9959	Dell Optiplex 7440 AIO	G0X0CH2
Computer	9960	Dell Optiplex 7440 AIO	G0X1CH2
Computer	9961	Dell Optiplex 7440 AIO	G0XCCH2
Computer	9962	Dell Optiplex 7440 AIO	G0XDCH2
Computer	9963	Dell Optiplex 7440 AIO	G0XFCH2
Computer	9964	Dell Optiplex 7440 AIO	G0XGCH2
Computer	9965	Dell Optiplex 7440 AIO	G0XYBH2
Computer	9966	Dell Optiplex 7440 AIO	G0XZBH2
Computer	9967	Dell Optiplex 7440 AIO	G0Y0CH2
Computer	9968	Dell Optiplex 7440 AIO	G0Y1CH2
Computer	9969	Dell Optiplex 7440 AIO	G0YCCH2
Computer	9970	Dell Optiplex 7440 AIO	G0YDCH2
Tablet	10091	Apple iPad WiFi 32 GB Silver	F9FTVAPAHLFC
Tablet	10092	Apple iPad WiFi 32 GB Silver	F9FTVB78HLFC
Tablet	10093	Apple iPad WiFi 32 GB Silver	F9FTVBXRHLFC
Tablet	10094	Apple iPad WiFi 32 GB Silver	F9FTVC22HLFC

Motion carried unanimously.

OBSOLETE FURNITURE AND EQUIPMENT

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

chairs will be recycled.

12 Tables
5 Chairs
36 Wooden Chairs

Motion carried unanimously.

CONFERENCE AND TRAVEL

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

SCHOOL FACILITIES MANAGER'S CONFERENCE & EXPO

John Miccoli to attend the School Facilities Manager's Conference & Expo in Saratoga Springs, New York from October 8th through October 11th, 2023 at a cost not to exceed \$1,700.

Motion carried unanimously.

APPROVAL OF PAYROLLS & WARRANTS

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

payrolls:	
May 26, 2023	\$ 271,455.77
June 9, 2023	\$ 262,785.56
monthly warrant:	
Warrant #11 dated May 26, 2023	\$ 23,343.13
Warrant #12 dated June 9 & June 21, 2023	\$710,173.02

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 May 31, 2023.

Motion carried unanimously.

ADJOURNMENT

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

Motion carried unanimously.

Meeting adjourned at 10:38 a.m.