

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
of the
MIDDLE COUNTRY PUBLIC LIBRARY
November 15, 2023

The regular meeting of the Board of Trustees of the Middle Country Public Library was held on November 15, 2023 at the Centereach Building.

Attendance was as follows:

Mr. Edward McMullin	-	Vice-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
Mr. James Matias	-	Assistant Director
Mrs. Christina Blount	-	Head of Business & Personnel

CALL TO ORDER

The meeting was called to order at 6:34 p.m. by Mr. McMullin.

APPROVAL OF MINUTES

A motion was made by Mr. Hocter, seconded by Mr. Schott, to approve the minutes of the board meeting held on October 17, 2023.

Motion carried unanimously.

EXECUTIVE SESSION

A motion was made by Mr. Hocter, seconded by Mr. McMullin that the Board move into executive session at 6:35 p.m. for matters of personnel.

Motion carried unanimously.

A motion was made by Mr. McMullin, seconded by Mrs. Schott that the Board conclude executive session at 6:58 p.m.

Motion carried unanimously.

REPORT OF THE DIRECTOR

The Director discussed the Energy Performance Feasibility Study.

SALARY SCALE INCREASE 2024

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

A 3% cost of living increase for all staff, excluding pages and café workers, awarded on the employee's increment date.

A \$1 increase to Pages and a \$.50 increase to Café Workers, awarded on January 1, 2024.

Motion carried unanimously.

SCLS 2024 OPERATING BUDGET

A motion was made by Mrs. Schott, seconded by Mr. McMullin to approve the 2024 Suffolk Cooperative Library System Operating Budget.

Motion carried unanimously.

CONFERENCE AND TRAVEL

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

FAMILY PLACE SITE VISIT

Kristen Todd-Wurm and Kaitlyn Gloster for a Family Place site visit to Haywood County Public Library in Canton, NC from December 12 to December 13, 2023 at a cost not to exceed \$2,750.

Motion carried unanimously.

OBSOLETE FURNITURE AND EQUIPMENT

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

- 1 Floor scrubber
- 1 Chair

Motion carried unanimously.

FOUNDATION FUNDS ACCEPTANCE

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

Middle Country Library Foundation – Family Place \$25,000.00

Motion carried unanimously.

APPROVAL OF PAYROLLS & WARRANTS

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

payrolls:	
October 27, 2023	\$ 281,884.17
November 10, 2023	\$ 276,534.82
monthly warrant:	
Warrant #4 dated October 27, 2023	\$ 28,482.71
Warrant #5 dated November 10 & 15, 2023	\$ 374,359.64

Motion carried unanimously.

APPROVAL OF PERSONNEL REPORT

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

Motion carried unanimously.

ADJOURNMENT

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

Motion carried unanimously.

Meeting adjourned at 7:15 p.m.