

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES  
of the  
MIDDLE COUNTRY PUBLIC LIBRARY  
December 20, 2023

The regular meeting of the Board of Trustees of the Middle Country Public Library was held on December 20, 2023 at the Centereach Building.

Attendance was as follows:

Mrs. Lisa Mitnick	-	President
Mr. Edward McMullin	-	Vice-President
Mr. John Hctor	-	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
Mr. James Matias	-	Assistant Director
Mrs. Christina Blount	-	Administrative Assistant

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. Schott, seconded by Mr. McMullin, to approve the minutes of the board meeting held on November 15, 2023.

Motion carried unanimously.

REPORT OF THE DIRECTOR

The director discussed the completion of the roofing project for the lobby and children's department.

LIBRARY VOTE AND TRUSTEE ELECTION 2024

A motion was made by Mr. McMullin, seconded by Mr. Hctor, that the annual election for library trustee and the library budget vote be held at the library in Centereach on Tuesday, April 9, 2024 between the hours of 9:30 a.m. and 9:00 p.m., and that registration for the library vote be held on Tuesday, April 2, 2024, between the hours of 2:00 p.m. and 9:00 p.m.

Motion carried unanimously.

## BUSINESS MANAGER POSITION

A motion was made by Mrs. Mitnick, seconded by Mr. Harrington to establish a full-time business manager I position to paid on the professional salary scale, pay grade 13 and to eliminate the full-time business manager II position.

Motion carried unanimously.

## ACCOUNT CLERK POSITION

A motion was made by Mr. Harrington, seconded by Mrs. Mitnick to establish the position of part-time account clerk to be paid \$20.00 per hour.

Motion carried unanimously.

## HVAC REPLACEMENT CENTEREACH BUILDING

As part of the Library's HVAC replacement plan, a motion was made by Mr. Hctor, seconded by Mr. McMullin to accept the quote of Island Industrial Boilers for the replacement of roof top air conditioning Units 7, 8, 9, and 10 with Trane HVAC Roof Top 10 ton packaged cooling units at a cost of \$168,300, all materials and labor as per contract approved by Board of Trustees September 2023.

Motion carried unanimously.

## CONFERENCE AND TRAVEL

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

### PLA Conference & Family Place Symposium

Kristen Todd-Wurm, Sophia Serlis-McPhillips, Michelle Kenney, Kaitlyn Gloster, and Caroline Mandaro to attend the PLA Conference & Family Place Symposium in Columbus, OH from April 3 – 5<sup>th</sup>, 2024 at a cost not to exceed \$10,750 to be funded by Family Place.

Motion carried unanimously.

## OBSOLETE FURNITURE AND EQUIPMENT

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

7 Chairs

Motion carried unanimously.

## APPROVAL OF PAYROLLS & WARRANTS

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

payrolls:	
November 24, 2023	\$ 277,245.93
December 8, 2023	\$ 270,393.90
monthly warrant:	
Warrant #5 dated November 24, 2023	\$ 24,817.43
Warrant #6 dated December 8 & 20, 2023	\$ 381,670.70

Motion carried unanimously.

## APPROVAL OF PERSONNEL REPORT

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

Motion carried unanimously.

## ADJOURNMENT

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

Motion carried unanimously.

Meeting adjourned at 10:12 a.m.