

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
of the
MIDDLE COUNTRY PUBLIC LIBRARY
October 16, 2024

The regular meeting of the Board of Trustees of the Middle Country Public Library was held on October 16, 2024 at the Centereach Building.

Attendance was as follows:

Mrs. Lisa Mitnick	-	President
Mr. Edward McMullin	-	Vice-President
Mr. Ronald Harrington	-	Member
Mrs. Jaqueline Schott	-	Member

Staff:

Mrs. Sophia Serlis-McPhillips	-	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 6:08 p.m. by Mrs. Mitnick.

ANNUAL AUDIT PRESENTATION

Mr. John Castles of Nawrocki Smith LLP gave a presentation on the annual financial audit to the Board of Trustees for the fiscal year ending June 30, 2024.

APPROVAL OF AGENDA

A motion was made by Mrs. Schott, seconded by Mr. McMullin, to approve the agenda for the October 16, 2024 board meeting.

Motion carried unanimously.

APPROVAL OF MINUTES

A motion was made by Mrs. Mitnick, seconded by Mr. Harrington, to approve the minutes of the board meeting held on September 18, 2024.

Motion carried unanimously.

FINANCIAL AUDIT - FISCAL YEAR 2023/2024

A motion was made by Mr. Harrington, seconded by Mr. McMullin to accept the financial audit for fiscal year 2023/2024 prepared by the accounting firm of Nawrocki Smith, LLP.

Motion carried unanimously.

COMPUTER PURCHASE

A motion was made by Mrs. Mitnick, seconded by Mr. McMullin, to approve the purchase of 30 computers to replace self-check desktop computers and staff computers from Ciara Technologies, NYS OGS Aggregate Purchase PM69707 at a cost of \$23,236.80.

Motion carried unanimously.

FORTINET HARDWARE & SUBSCRIPTION

A motion was made by Mr. McMullin, seconded by Mrs. Schott, to approve the purchase of Fortinet Firewall & Email security appliances and a three-year subscription of Fortiguard Enterprise software, from ePlus Technology, NYS OGS Contract PM68095 at a cost of \$14,950.

Motion carried unanimously.

PROGRAM POLICY

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

Program Policy

The Middle Country Public Library supports its mission by providing access to a wide range of programs that meet the needs of a diverse community and by developing Library programs that offer opportunities for learning, education and entertainment. Programming is an integral component of Library service that provides the following enhancement to the Library's offerings:

- Introduces attendees to Library resources and materials
- Provides opportunities for lifelong learning
- Raises the awareness and visibility of the Library to the community
- Expands the Library's role as a cultural and community center
- Extends outreach for underserved populations
- Provides entertainment

Librarians will use the following criteria in making decisions regarding program topics and speakers:

- Community needs and interests
- Relationship to Library collections, resources, services and events
- Historical or educational significance

- Connections to other community programs, exhibits or events
- Presenter expertise and/or public performance experience
- Presentation quality
- Budget
- Availability of space

The Library is committed to being a sustainable community center and is a member of the Sustainable Libraries Initiative. As such, we consider the “Triple Bottom Line” of environmental stewardship, economic feasibility, and social equity as an additional criterion in all of our programming decisions.

Unsolicited offers from individuals and organizations to present programs will be evaluated under the same considerations used when planning library programming. Such programming opportunities should further the mission, vision and values of the Library as outlined in this policy.

Library programs may not be used for commercial or partisan purposes, or for the solicitation of business.

External organizations or individuals partnering with the Library on programs must coordinate marketing efforts with the Library.

The Library reserves the right to use video or photographs taken of program participants for internal use, publication, use in Library promotional outlets, and evaluation purposes. Library staff will obtain permission from a parent before photographing children or teens.

Registration is required for planning purposes or when space is limited. Registration will take place online at www.mcplibrary.org, in person at Centereach or Selden or by calling (631) 585-9393. Programs may be held on site or at an off-site location.

We do maintain waiting lists in the event a patron needs to cancel. In that case, patrons on the waiting list will be called in the order of placement on each waiting list.

Should the Library need to cancel a program/event due to weather conditions or other unforeseen circumstances, the Library will be under no obligation to make up the missed event.

Registration Requirements:

- A valid MCPL library card for each patron (adult, teens and children) is required at time of registration.
- Patrons can register another patron if they possess that patron’s library card.
- Caregivers who live in the district may register an out-of-district child that they care for with the caregiver’s MCPL library card.
- Patrons must be 14 years or older to attend Adult programs, unless otherwise noted.
- Registration is non-transferable.
- Fee-based programs require payment within three days of registration or registration will be cancelled, unless otherwise noted.
- Program fees are not refundable.
- High demand library programs may be limited to district residents, as determined

by the Library Director or his/her designee.

- Out-of-district patrons with a valid card from their home library may attend specific programs designated as open to out-of-district in the MCPL Quarterly.
- Registrations for children must be completed with their own MCPL card. Library cards are available to children beginning at birth. Caregivers registering for out-of-district children must use the caregiver's MCPL card to register.
- For family programs and performances, one MCPL card can hold multiple spots in the program (i.e. Family Programs, Sunday Performance, etc.).
- For the most up-to-date registration and program information, patrons should visit www.mcplibrary.org/programs or call (631) 585-9393.

Program Fees:

The Library will charge fees for programs in the following circumstances:

- Materials of significant cost are used to produce an item which becomes the personal property of the participant.
- Participants receive print or non-print educational materials which become their personal property.
- The program is a trip that involves a specific cost for transportation, meals and/or admissions for each participant.
- Participants receive an attendance or completion certificate which can be used for their personal benefit.
- Patrons that arrive late may be turned away. We will do our best to accommodate late arrivals, but please be aware that tardiness of 15 minutes or more will result in cancellation of your registration.
- Decisions concerning an event's audience, registration, capacity, late arrivals, and allowable walk-ins will be made by the Library staff supervising the event.

Extenuating circumstances may prompt patrons to request a refund of fees. All refunds must be approved by the Library Director or his/her designee. Approved refunds will be issued by check after the next library Board of Trustees meeting.

Trips:

- Patrons may register themselves and one guest.
- Patrons under the age of 18 must be accompanied by an adult.
- Out-of-district registration will take place 10 days after in-district registration, space permitting.
- All trips depart at the scheduled time and will not wait for late arrivals.
- Our contracted bus companies must comply with US Department of Transportation Hours of Service regulations, which may result in the group ending a trip earlier than expected. Bus drivers are not able to deviate from the approved itinerary and route.

Guidelines for Children's Programs

Registration and Attendance:

- Programs are often planned to accommodate a limited number of children. This is done to ensure that children receive the attention warranted and benefit from the activities in the program as well as limited space and materials.
- Most programs are advertised for specific ages of children. These programs have been planned so that they are developmentally appropriate for children of that age. Please understand that limitations are important and are implemented for the benefit of all the children.
- Educational Resource Center (ERC) library card holders may only register for designated ERC programs.
- Patrons that arrive late may be turned away. We will do our best to accommodate late arrivals, but please be aware that tardiness of 10 minutes or more will result in cancellation of your registration.
- Decisions concerning an event's audience, registration, capacity, late arrivals, and allowable walk-ins will be made by the Library staff supervising the event.

Parental Supervision during Library Programs:

- Parents or caregivers of children of preschool age or younger are required to remain in the program with the child. Parents or caregivers of children in Kindergarten through fifth grade are required to remain in the Library while their child is attending a program.

Guidelines for Teen Programs:

- Teen programs are designated for Middle Country Public Library card holders in the 6th-12th grade.
- Friday Night Teen program participants are required to follow the teen Friday night *Rules of the Room* and sign a Parent/Teen Contract along with a parent or guardian stating they understand the rules in accordance with library policy.
- Select teen programs may be offered at off-site locations. Any teen trips scheduled off-site require a permission slip to be signed by a parent or guardian.
- Teens with a valid Middle Country Public Library card meeting specific age requirements for each volunteer program can register for and participate in teen community service offerings.
- Buddy volunteer programs require teens to register for and attend one session of the "Buddy Training Program" to be eligible to participate.
- Select community service programs and clubs require teens to complete the application process.

Circumstances Not Covered

The Library Director or his/her designee will resolve any circumstance not specifically covered above.

The Middle Country Public Library welcomes people with disabilities to participate in our programs

to the extent the Library is able to provide an accommodation necessary to allow for participation.

Motion carried unanimously.

SUSTAINABLE PURCHASING POLICY

A motion was made by Mrs. Schott, seconded by Mr. Harrington, to approve the Sustainable Purchasing Policy.

Sustainable Purchasing Policy

The Middle Country Public Library strives to be a responsible steward of its resources, including decreasing its impact on the environment. Sustainable purchasing attempts to identify and reduce environmental impact and to maximize resource efficiency.

Toward that end, the Library shall, wherever practicable and efficient, apply sustainable and environmentally sound procurement practices in purchasing supplies and equipment for the Library. Library staff will take the following factors into consideration when making purchases requests, although this is not an exhaustive list:

- Recyclability of the items
- Amount of post-consumer recycled content in the items and packaging
- Disposal of items such as batteries and hardware
- Transportation distances and impacts for delivery of the items
- Ability for an item to be repaired or repurposed rather than re-purchasing
- The environmentally friendly practices of the vendors under consideration

Nothing in this policy shall prohibit the Library from considering a product or vendor that is more suitable for the intended use and/or available at a more competitive price that does not meet these aspirational standards. This policy does not attempt to supersede the policies set forth in the Library's approved Procurement Policy, it is meant to provide additional considerations for purchasing decisions that conform to the Procurement Policy.

Motion carried unanimously.

SUSTAINABILITY POLICY

A motion was made by Mr. McMullin, seconded by Mrs. Schott, to approve the Sustainability Policy.

Sustainability Policy

The staff of Middle Country Public Library understand their role in creating conversations and understanding around the importance of striving for a future that is economically secure, environmentally sound, and socially equitable. We are committed to this triple bottom line definition of sustainability and its implementation throughout the library.

The Library's Board of Trustees, Administration, and staff recognize our responsibility to minimizing our organization's environmental impact and maximizing future generations' ability to live, work, and play in our shared natural environment, with equal access to clean air, clean water, and

natural resources. We strive for economic efficiency, to conserve energy and water, support renewable energy resources, minimize pollution and waste, protect habitat, buy environmentally friendly products, and encourage environmentally preferable transportation. We do so in pursuit of providing a resilient, sustainability community for our Middle Country Community, as well as all who live, work, and play on Long Island.

Employee understanding and involvement are essential to the implementation of this policy. The Library's Board of Trustees and Administration encourage all Library staff to proactively support sustainable practices and consider the impacts that sustainable thinking can have on our facilities, operations, policy, and programming. These efforts will extend to our contractors and suppliers with staff encouraging all who work with us to meet our standards for sustainability.

All employees will receive a copy of this policy, be educated on sustainability, and be encouraged to participate in the Library's efforts to move our organization and community closer to the triple bottom line definition of sustainability.

Motion carried unanimously.

CONFERENCE AND TRAVEL

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

Salvatore DiVincenzo and Dennis Moran to attend Computers in Libraries 2025 in Arlington, Virginia, March 24-27, 2025 for an amount not to exceed \$5,800.

Kristen Todd-Wurm and Kaitlyn Gloster for a Family Place site visit to Arlington Heights Memorial Library in Arlington Heights, Illinois, December 16-17, 2024 at a cost not to exceed \$3,000, funded by Family Place.

Motion carried unanimously.

FOUNDATION FUNDS ACCEPTANCE

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

TD Charitable Foundation – Nature Explorium	\$6,750
Walmart – Family Center	\$2,000
American Library Association – Museum Corner	\$1,000

Motion carried unanimously.

APPROVAL OF PAYROLLS & WARRANTS

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

following:

payrolls:	
September 27, 2024	\$ 286,644.95
October 11, 2024	\$ 286,280.15
monthly warrant:	
Warrant #3 dated September 27, 2024	\$ 29,258.51
Warrant #4 dated October 11 & 16, 2024	\$ 611,227.46

Motion carried unanimously.

APPROVAL OF PERSONNEL REPORT

A motion was made by Mrs. Mitnick, seconded by Mr. McMullin, to approve the Report of Personnel Changes dated September 30, 2024.

Motion carried unanimously.

ADJOURNMENT

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

Motion carried unanimously.

Meeting adjourned at 6:34 p.m.