

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
of the
MIDDLE COUNTRY PUBLIC LIBRARY
March 23, 2022

The meeting of the Board of Trustees of the Middle Country Public Library was held on March 23, 2022 at the Library in Centereach.

Attendance was as follows:

Mr. John Hocter	-	President
Mr. Edward McMullin	-	Vice-President
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
Ms. Christina Blount	-	Administrative Assistant

CALL TO ORDER

The meeting was called to order at 6:30 p.m. by Mr. Hocter.

APPROVAL OF MINUTES

A motion was made by Mr. Hocter, seconded by Mr. Harrington, to approve the minutes of the board meeting held February 16, 2022 and March 9, 2022.

Motion carried unanimously.

CORRESPONDENCE

(Attached)

Letter from NordLaw regarding Great Room Construction Project.

REPORT OF THE DIRECTOR

Mrs. Serlis-McPhillips updated the Board on the status of the Great Room Construction Project. Construction.

BOARD OF REGISTRATION

A motion was made by Mr. Harrington, seconded by Mrs. Schott, to approve the personnel appointed by the Elections Clerk to serve as a Board of Registration on Tuesday, March 29, 2022:

Sara Calderone
Kim Cappisillo
Darlene Hartman
Regina Moloney

Motion carried unanimously.

BOARD OF ELECTION

A motion was made by Mr. Harrington, seconded by Mrs. Schott, that the following personnel, appointed by the Elections Clerk to serve as a Board of Election for the Library election to be held on Tuesday, April 5, 2022, be approved:

Christina Blount	Beth Finn
Janice Boscarino	Darlene Hartman
Sara Calderone	Debra Hirschfeld
Kim Cappisillo	Pat Knespler
Lynne Ceraso	Elizabeth LaSala
Joan Dio	Lawrence Loewy
Nicole DiSalvo	Regina Moloney
Maureen Dragos	Linda Perro
Laura Eisenbraun	Elizabeth Salerno
MaryAnne Ellinger	Tracey Vosilla

Motion carried unanimously.

PART TIME PERSONNEL POLICY REVISED

A motion was made by Mrs. Schott, seconded by Mr. Harrington, to approve the revised Personnel Policy Handbook for Part Time employees.

Motion carried unanimously.

NOTIFICATION and DISSEMINATION OF INFORMATION ON SEX OFFENDERS PLACED WITHIN THE COMMUNITY

(Megan's Law)

A motion was made by Mr. McMullin, seconded by Mr. Harrington, to reapprove Megan's Law policy as follows:

The Middle Country Public Library recognizes one of its significant responsibilities is the protection of the health and safety of patrons and their children who receive services or participate in programs or events sponsored by the Library. As the Suffolk County Police Department has determined that it will notify the Middle Country Public Library when a "sex

offender" is to be released to a residence within the geographical area served by the Library, it is determined by the Board of Trustees that it is incumbent upon it that this information be disseminated in a manner that will provide, to the greatest degree possible, the protection of the Library's patrons and their children who participate in Library programs or utilize Library property.

Under the terms of the applicable statute, and the policy of the Suffolk County Police Department, the Library will receive notification of (dependent upon the "class" of offender) information which may include the offender's exact address; a photograph of the offender; background information including the offender's crime of conviction, modus of operation, type of victim targeted and a description of special conditions imposed on the offender.

It is the Library's understanding that the purpose of this notification is to provide for, to the extent possible, the safety of its patrons and their children.

In order that the information received by the Library can be most effectively utilized to secure, to the greatest extent possible, the protection of the Library's patrons and their children utilizing Library programs and facilities, the Library Director will immediately relay information received within the "Notification" received by the Library to all pertinent Library personnel, including Library administrators, professional staff, security or other personnel [individuals] deemed by the Director to be in a position to appropriately utilize the information to protect the interests of the Library's patrons and their children utilizing Library facilities.

Notifications received by the Middle Country Public Library from the Suffolk County Police Department shall be considered "Government Information" and accessible to the public as such. A disclaimer regarding the accuracy of such documents shall be affixed to each Notification. A log of names and addresses of the people who request to view this information will be maintained. Individuals may also be referred to the New York State Sex Offender Registry Information line at 1-800-262-3257 for additional information about the Sex Offender Registration Act and to inquire about specific offenders.

DISCLAIMER

With respect to the attached documents made available by the Suffolk County Police Department, neither the Library nor its Trustees nor any of its employees assume any legal liability or responsibility for the accuracy, completeness, or usefulness of any information disclosed, or represents that its use would not infringe rights of privacy.

Motion carried unanimously.

LIBRARY VEHICLE PURCHASE

A motion was made by Mr. Hctor, seconded by Mrs. Schott, to approve the purchase of a 2022 Chevrolet Silverado 2500HD work truck from Nassau BOCES contract at a price of \$49,994.

Motion carried unanimously.

HVAC SYSTEM EVALUATION

A motion was made by Mr. Harrington, seconded by Mr. McMullin, to accept the quote from H2M Architects & Engineers for an evaluation of all existing HVAC equipment at the Centereach and Selden buildings to assist in developing a 5-year capital plan, at a cost of \$10,000 and estimated reimbursable expenses of \$250.

Motion carried unanimously.

LANDSCAPING RFP

A motion was made by Mr. Hoctor, seconded by Mr. McMullin, to accept the quote from MSLA, LLC, as that of the lowest possible responsible bidder in the amount of \$15,513 for landscaping services at the Centereach and Selden buildings.

Motion carried unanimously.

OBSOLETE FURNITURE AND EQUIPMENT

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

1	Desk Chair
1	File Cabinet
1	Cabinet
1	Salt Spreader
13	Chair Dollies
208	Chairs

Motion carried unanimously.

CONFERENCE AND TRAVEL

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

FAMILY PLACE SITE VISITS

Kristen Todd-Wurm and Kaitlyn Carmody for Family Place site visit to Anacortes Public Library, Anacortes, Washington, April 25th through the 27th, 2022 at cost not to exceed \$2,300 to be funded by Family Place.

Kristen Todd-Wurm and Kaitlyn Carmody for a Family Place site visits to Ellsworth Library, Ellsworth, Maine and Baxter Memorial Library, Gorham, Maine, the New England Networking for the Sandy River Grant at Baxter memorial Library, Gorham, Maine, May 31st through June 2nd, 2022 at a cost not to exceed \$2,600 to be funded by Family place.

Motion carried unanimously.

FOUNDATION FUNDS ACCEPTANCE

A motion was made by Mr. Hoctor, seconded by Mrs. Schott, to accept funds from the

Middle Country Library Foundation for the following:

Middle Country Library Foundation	
211 Long Island Database	\$15,000.00
MCPL Family Center	\$ 3,000.00
Parent Child Home Program	\$ 3,500.00
Nature Explorium	\$ 3,500.00
Miller Business Center	\$ 2,000.00
Museum Corner	\$ 2,000.00
MCPL Staff Appreciation	\$ 1,500.00
TD Charitable Foundation	
Nature Explorium	\$ 4,500.00
John Miller	
Miller Center	\$ 1,000.00

Motion carried unanimously.

APPROVAL OF PAYROLLS & WARRANTS

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

February 18, 2022	\$267,451.93
March 4, 2022	\$268,712.34
March 18, 2022	\$265,029.46

monthly warrant:

Warrant #8 dated February 18, 2022	\$ 9,505.63
Warrant #9 dated March 4, 18 & 23, 2022	\$593,716.76

Motion carried unanimously.

APPROVAL OF PERSONNEL REPORT

A motion was made by Mr. Hoctor, seconded by Mr. McMullin, to accept the Report of Personnel Changes, dated February 28, 2022

Motion carried unanimously.

BUDGET INFORMATION MEETING

The budget information meeting was held at 7:00 p.m. No one from the public attended.

ADJOURNMENT

A motion was made by Mr. Hoctor, seconded by Mr. Harrington, to adjourn.

Motion carried unanimously.

Meeting adjourned at 7:10 p.m.