

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
of the
MIDDLE COUNTRY PUBLIC LIBRARY
April 17, 2024

The regular meeting of the Board of Trustees of the Middle Country Public Library was held on April 17, 2024 at the Centereach Building.

Attendance was as follows:

| | | |
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| Mrs. Lisa Mitnick | - | President |
| Mr. Edward McMullin | - | Vice-President |
| Mr. John Hocter | - | 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 6:31 p.m. by Mrs. Mitnick.

APPROVAL OF AGENDA

A motion was made by Mrs. Mitnick, seconded by Mr. McMullin, to approve the agenda for the April 17, 2024 board meeting.

Motion carried unanimously.

APPROVAL OF MINUTES

A motion was made by Mr. Hocter, seconded by Mr. McMullin, to approve the minutes of the board meeting held on March 20, 2024.

Motion carried unanimously.

NATURE EXPLORIUM – STAGE

A motion was made by Mrs. Mitnick, seconded by Mr. McMullin to accept the proposal from Belfor Property Restoration for the removal and reconstruction of the Nature Explorium stage, ramp, and railings, Region 4 ESC contract R200101, at a cost of \$29,491.80, to be funded by the Capital Fund.

Motion carried unanimously.

PATRON BEHAVIOR POLICY

A motion was made by Mr. Hoctor, seconded by Mr. McMullin to approve the Patron Behavior Policy as follows:

Patrons shall engage in reading, studying, using library materials or similar activities associated with the use of a public library. Any person not so engaged may be required to leave the library premises. Patrons are prohibited from engaging in any activity which constitutes an annoyance, disruption or distraction to patrons and the orderly operation and peaceful utilization of the library and library premises such as:

interfering with other patrons' reasonable expectations of privacy

interfering with Library staff's performance of their duties

engaging in a course of conduct which alarms "or seriously annoys" another person and serves no legitimate purpose; such prohibition to include the striking, shoving, kicking, unpermitted touching, or otherwise subjecting another person to physical contact or attempting or threatening to do so

engaging in unwelcome sexual advances, requests for sexual favors, and or other verbal or physical conduct of a sexual nature, including viewing material of a pornographic nature

staring at another person or following another person about the premises such that the other person could reasonably be considered to be annoyed or disturbed

leaving children under the age of 10 unattended in the premises

using harassing, obscene, abusive, or insulting language or gestures

causing a disturbance by arguing, propagandizing, or preaching

engaging in loud or boisterous activities, playing audio or video equipment such that others are disturbed

eating (except for Library approved programs and designated areas), congregating, soliciting, or sleeping

smoking, including E-cigarettes, in the buildings and on all grounds controlled and managed by the Library

using or carrying skateboards on Library premises

using cell phones in other than designated areas

improperly using Library restrooms or facilities for purposes such as bathing, shaving, changing or laundering clothes

possessing, distributing, or consuming alcoholic beverages, illegal drugs, narcotics, or controlled substances

possessing or using a dangerous weapon

damaging, defacing, destroying, or stealing any material, equipment, or property belonging to the Library or to other patrons or staff

rearranging Library furniture or using it improperly, including sitting on or putting feet on tables

entering the building without footwear or both upper and lower body covering

evidencing bodily hygiene or presenting an odor so offensive as to constitute a nuisance to other persons

bringing any pets, with the exception of trained guide dogs or pets assisting disabled persons

Library personnel and security guards will enforce these rules. Patrons not complying will be asked to leave.

Library personnel and Security guards are authorized to contact the police if necessary.

Any patron who violates Library rules and regulations may be denied the privilege of access to the Library by

the Library Director. Any patron whose privileges are denied for more than 30 days may have that decision reviewed by the Board of Trustees.

Motion carried unanimously.

MULTIMEDIA RECORDING STUDIO POLICY

A motion was made by Mrs. Mitnick, seconded by Mr. McMullin, to approve the Multimedia Recording Studio Policy as follows:

The Middle Country Public Library's (MCPL) multimedia recording studio affords users the opportunity to create, collaborate, and experiment with new technologies. The multimedia recording studio is not intended to constitute a professional recording studio, but instead to provide the opportunity for creators to acquire and hone skills. Creators must comply with the policies and procedures set forth below:

Recording Studio Policy and Procedures

- MCPL's *Patron Behavior Policy* and the *Regulations for Use of Library Meeting Rooms* are to be adhere to at all times when using the studio
- As a part of the library's Innovation Space, the Media Studio is to be used for recording and editing purposes only. Any other non-designated use of the space including, but not limited to, meetings, conferences, or personal use is not permitted.
- A library card or photo identification must be presented to use the studio, either when a reservation is made or when arriving to use the studio.
- Creators younger than 14 years of age must be accompanied by a parent/guardian.
- The recording studio is available to creators who have completed the orientation in person or online.
- Appointments are required to utilize the studio. No walk-in or open-time use will be provided.
- Appointments may be scheduled for a maximum of three consecutive hours and a maximum 30 days in advance. Creators may request two reservations per calendar month. Availability of specific appointment times cannot be guaranteed and may change based on the needs of the library.
- The individual who booked the appointment must be present at all times during the recording session.
- Creators should request any library equipment needed when booking appointments. Any outside equipment must be approved prior to use in the studio.
- A maximum of four individuals are permitted in the studio at any time.
- No food or uncovered drinks are permitted in the studio.
- Any individual in the studio accepts full responsibility for the condition of the studio and equipment and agrees to pay the cost of any repair or replacement necessary due to their use of the space.
- Creators are responsible for providing their own digital media storage. The library will not store creator content on library equipment for use between sessions. The library is not responsible for any lost or compromised content.
- Equipment is not to be unplugged; a library staff member is to be contacted for assistance if an issue arises.
- All applicable intellectual property laws, including all copyright laws, must be observed. Recording studio users are responsible for obtaining their own protections for intellectual property developed.
- No obscene, violent, or inappropriate content may be recorded, edited, downloaded, or generated in any form. Violators will be banned from future use.
- The studio will close 30 minutes prior to the Library closing. Creators must leave the studio at that time. Creators should complete all work and save all created media prior to the recording studio's closing time.

Library staff members will not provide one-on-one assistance during recording studio appointments. Proficiency in using computers and recording devices is expected to achieve results in undertaking studio activities.

Motion carried unanimously.

NURSING MOTHERS IN THE WORKPLACE POLICY

A motion was made by Mr. McMullin, seconded by Mrs. Mitnick to approve the Nursing Mothers in the Workplace Policy as follows:

Nursing Mothers in the Workplace Policy

In accordance with the Federal Pump Act and New York Labor Law 206-C, the Middle Country Public Library seeks to provide a supportive environment where employees may express breast milk during work hours.

Requests for Accommodations

Employees who wish to express breast milk at work must notify their supervisor in advance by submitting a written request to their direct supervisor with a copy to the Library Director. The Library will make every effort to respond to the request in a timely manner. The request must inform of the number of breaks anticipated as being needed during the work day and any preferred times to express milk.

Accommodations

Employees may take reasonable unpaid break time to pump breast milk for up to three years following the birth of their child.

Employees are entitled to take breaks every three hours, up to 20 minutes in length to express. Employees may take shorter breaks. Longer breaks will be granted as warranted. These breaks may be taken immediately before, or after regularly scheduled break periods (e.g., lunch), without deduction from those breaks.

Employees may also use their paid break time to express breast milk if they choose.

Employees taking unpaid break time should confer with their supervisors if they elect to:

- A. Use accrued time to make up for unpaid lactation breaks
- B. Make up the time through schedule changes: or
- C. Choose to take the breaks as unpaid (not made up).

Designated Lactation Room

In the Centereach building, the Library has designated the upstairs podcast office for use as a lactation room. In the rare instance that the podcast office is unavailable, the upstairs small conference room is the back-up location. In the Selden building, the Library has designated Family Place Room B for use as a lactation room. In the rare instance that Family Place Room B is unavailable, Family Place Room A is the back-up location. The locations are well lit, shielded from the view of others, have locks on the doors and contain a chair, small table and an electrical outlet. Employees may use the refrigerators in the Staff Lounges to store the expressed breast milk. The Library is not responsible for ensuring the safekeeping of expressed milk stored in the refrigerator.

Non-Discrimination and Retaliation

Employees who choose to express breast milk in the workplace pursuant to the policy will not be discriminated or retaliated against in any manner.

Notifications

This policy will be provided to all employees annually, upon hire, and to employees returning to work after the birth of a child.

Motion carried unanimously.

FOUNDATION FUNDS ACCEPTANCE

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

IMLS Grant – Family Place

\$13,198.00

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|--|-------------|
| John Miller – Miller Center | \$ 1,000.00 |
| American Library Association – Museum Corner | \$ 1,000.00 |

Motion carried unanimously.

APPROVAL OF PAYROLLS & WARRANTS

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

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|---------------------------------------|---------------|
| payrolls: | |
| March 29, 2024 | \$ 278,804.74 |
| April 12, 2024 | \$ 281,004.28 |
| monthly warrant: | |
| Warrant #9 dated March 29, 2024 | \$ 18,936.38 |
| Warrant #10 dated April 12 & 17, 2024 | \$ 335,928.70 |

Motion carried unanimously.

APPROVAL OF PERSONNEL REPORT

A motion was made by Mrs. Mitnick, seconded by Mr. Hocter, to approve the Report of Personnel Changes dated March 31, 2024.

Motion carried unanimously.

ADJOURNMENT

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

Motion carried unanimously.

Meeting adjourned at 6:44 p.m.