

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
of the
MIDDLE COUNTRY PUBLIC LIBRARY
June 18, 2024

The regular meeting of the Board of Trustees of the Middle Country Public Library was held on June 18, 2024 at the Centereach Building.

Attendance was as follows:

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 10:01 a.m. by Mrs. Mitnick.

REPORT OF THE DIRECTOR

The Director discussed recent issues with teenagers on bikes harassing patrons and the potential needs for additional security. The Director also discussed a payment adjustment to the electric car charging stations based on kilowatt usage.

APPROVAL OF AGENDA

A motion was made by Mr. McMullin, seconded by Mr. Hocter, to approve the agenda for the June 18, 2024 board meeting.

Motion carried unanimously.

APPROVAL OF MINUTES

A motion was made by Mr. McMullin, seconded by Mr. Hocter, to approve the minutes of the board meeting held on May 15, 2024.

Motion carried unanimously.

CENTEREACH ROOF ADULT/MILLER

A motion was made by Mrs. Mitnick, seconded by Mr. Hctor to appoint More Consulting Corporation to complete the roof repair and replacement of the Centereach building over the adult services mezzanine and the Miller Center to include the removal of existing rooftop and installation of new insulation, drains, coping and fascia, including a 30-year warranty, Suffolk County Department of Public Works contract RR040824-S, at a cost not to exceed \$575,000, to be funded by the Capital Fund.

Motion carried unanimously.

CHAIR PURCHASE - CENTEREACH

A motion was made by Mr. McMullin, seconded by Mr. Hctor to accept the quote from Steelcase/Waldner's to purchase 30 desk chairs for the Professional Department in Centereach, New York State contract PC-70281 in the amount of \$22,041.00.

Motion carried unanimously.

PERSONNEL APPOINTMENT

A motion was made by Mrs. Mitnick, seconded by Mr. McMullin to approve the appointment of Christina Blount to the position of Business Manager I, Professional Pay Grade 13, Step 4, effective June 23, 2024.

Motion carried unanimously.

PROGRAM CATALOG/NEWSLETTER PRINTING BID

A motion was made Mr. McMullin, seconded by Mr. Hctor to accept the bid of Pine Barrens Printing as that of the lowest responsible bidder, in the amount of \$44,608 for the printing of four issues per year of the program catalog/newsletter for a period of three years, June 2024 to June 2027

Motion carried unanimously.

BOARD MEETINGS FOR 2024-2025

A motion was made by Mrs. Mitnick, seconded by Mr. McMullin to approve the following dates and times for the Board of Trustees meetings for the 2024-2025 year as follows:

July 17, 2024	10:00 A.M.
August 21, 2024	10:00 A.M.
September 18, 2024	6:00 P.M.
October 16, 2024	6:00 P.M.
November 20, 2024	10:00 A.M.
December 18, 2024	10:00 A.M.
January 15, 2025	6:00 P.M.
February 19, 2025	6:00 P.M.
March, 19, 2025	6:00 P.M.
April 16, 2025	6:00 P.M.
May 21, 2025	6:00 P.M.
June 18, 2025	10:00 A.M.

Motion carried unanimously.

EQUITY, DIVERSITY & INCLUSION POLICY

A motion was made by Mrs. Mitnick, seconded by Mr. Hocter to approve the Equity, Diversity & Inclusion Policy as follows:

Equity, Diversity, & Inclusion Policy Statement:

The Middle Country Public Library is committed to fostering, cultivating and preserving a culture of equity, diversity and inclusion. We embrace and encourage the differences in age, color, disability, ethnicity, family and marital status, gender identity or expression, language, national origin, physical or mental ability, race, religion, sexual orientation, socio-economic status, veteran status, and other characteristics that make our employees unique.

To ensure the Middle Country Public Library remains a place for everyone, we will not allow acts of intolerance and hate to diminish the rights and safety of those who visit our Library or utilize our services and resources.

The Middle Country Public Library acknowledges the historical and ongoing influences of systemic racism and sexism.

The Library's dedication to equity, diversity, and inclusion is an active process that requires continuous commitment to promote and enhance the well-being of our staff and community.

The library is committed to:

- Fostering a culture of open-mindedness, compassion, and inclusiveness among individuals and groups.
- Actively building a workforce/community that includes diverse cultures, backgrounds, and life experience.
- Continually evaluating how the Library's collections, programs, and resources can be useful in combating forms of inequality and discrimination.
- Actively seeking to overcome unconscious biases in relation to hiring potential candidates and advancement of existing employees.
- Offering staff training opportunities to library personnel to strengthen understanding and build competencies in support of diversity and inclusion.

Motion carried unanimously.

BUDGET TRANSFERS FY 2023-2024

A motion was made by Mr. Hocter, seconded by Mr. McMullin to authorize the following budget transfers for fiscal year 2023-2024:

	ACCOUNT	INCREASE	DECREASE
L422	Café Expenses	\$23,000.00	

L435	Travel	\$7,750.00	
L441	Protective Services	\$4,750.00	
L442	Programs	\$100,000.00	
L452	Repairs to Bldg.	\$255,000.00	
L9786	Lease Principle	\$30,000.00	
L9787	Lease Interest	\$1,500.00	
L14201	Clerical	\$25,000.00	
L9010	Retirement	\$103,000.00	
L412	Audio Materials		\$20,000.00
L415	Visual Materials		\$68,000.00
L421	Custodial Services		\$7,000.00
L425	Innovation Space		\$20,000.00
L14101	Professional		\$71,000.00
L14401	Custodial/Security		\$40,000.00
L9060	Health & Dental Ins		\$150,000.00
L14301	Page		\$15,000.00
L413	Subscription Services		\$40,000.00
L410	Books		\$18,000.00
L14251	Computer Technician		\$15,000.00
L440	Snow Removal		\$6,000.00
L437	Professional Contract Service		\$10,000.00
L434	Publicity & Printing		\$20,000.00
L451	Maintenance & Custodial Sup		\$20,000.00
L460	Electricity		\$30,000.00
		Total	\$550,000.00
			\$550,000.00

Motion carried unanimously.

FUND TRANSFER – FISCAL YEAR 2023-2024

A motion was made by Mrs. Mitnick, seconded by Mr. McMullin to increase the Capital Project Fund (H Fund) in an amount not to exceed \$400,000 to be funded by the L Fund.

Motion carried unanimously.

OBSOLETE FURNITURE AND EQUIPMENT

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

- 1 Refrigerator
- 4 Chairs

Motion carried unanimously.

APPROVAL OF PAYROLLS & WARRANTS

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

payrolls:	
May 24, 2024	\$ 289,264.78
June 7, 2024	\$ 302,951.56
monthly warrant:	
Warrant #11 dated May 24, 2024	\$ 22,333.48
Warrant #12 dated June 7 & 18, 2024	\$ 564,260.41

Motion carried unanimously.

APPROVAL OF PERSONNEL REPORT

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

Motion carried unanimously.

ADJOURNMENT

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

Motion carried unanimously.

Meeting adjourned at 10:22 a.m.