

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
of the
MIDDLE COUNTRY PUBLIC LIBRARY
May 15, 2024

The regular meeting of the Board of Trustees of the Middle Country Public Library was held on May 15, 2024 at the Centereach Building.

Attendance was as follows:

Mr. Edward McMullin	-	Vice-President
Mr. John Hocter	-	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	-	Head of Business & Personnel

CALL TO ORDER

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

APPROVAL OF AGENDA

A motion was made by Mr. Hocter, seconded by Mr. Harrington, to approve the agenda for the May 15, 2024 board meeting.

Motion carried unanimously.

APPROVAL OF MINUTES

A motion was made by Mr. McMullin, seconded by Mrs. Schott, to approve the minutes of the board meeting held on April 17, 2024.

Motion carried unanimously.

EXECUTIVE SESSION

A motion was made by Mr. Hocter, seconded by Mr. Harrington, that the Board move into executive session at 6:32 p.m. to discuss matters of personnel.

Motion carried unanimously.

A motion was made by Mr. Hocter, seconded by Mr. Harrington, that the Board conclude executive session at 6:38 p.m.

Motion carried unanimously.

ROOFTOP PHOTOVOLTAIC SYSTEM

A motion was made by Mr. Hctor, seconded by Mr. Harrington, to accept the proposal of BBS Architects for the project management of the rooftop photovoltaic system project at a cost up to \$18,000, with an additional \$300,000 for construction costs related to the project. Vendor information for construction will be provided to the Board pending bid results. Both to be funded by the Capital Fund.

Motion carried unanimously.

JURY DUTY

A motion was made by Mr. Harrington, seconded by Mrs. Schott, to revise the Personnel Policy under the section Jury Duty to read as follows:

The Library will cooperate to enable employees to fulfill their civic obligation of serving on jury duty. Employees shall receive regular pay for jury duty service as follows:

- Full-time employees shall receive regular pay for scheduled days in which the employee performs jury duty service.
- Part-time employees shall receive pay for scheduled hours not worked due to time spent serving on jury duty.

It is expected that the employee will make reasonable effort to work his/her normal shift if the time of the scheduled shift does not coincide with jury duty time even if the two should occur on the same day.

Upon receipt of the notice or summons for jury duty, the employee must notify their supervisor and deliver a copy of such jury notice or summons to the payroll department. Employees shall receive his/her regular pay only upon delivery of a certificate of jury service to the payroll department which states the number of days served as a juror.

An eligible employee shall not receive jury duty pay for any time for which the employee receives pay for holidays, vacation, or during authorized leave of absence from work, or any other employer benefit plan or policy. The Library shall not pay for expenses related to travel to, from, or for jury service.

Motion carried unanimously.

LIBRARIAN POSITION

A motion was made by Mrs. Schott, seconded by Mr. McMullin, to approve an additional full-time Librarian position and appoint Vanessa Altamura to the position of Librarian Trainee, professional pay grade 3, step 1, prorated to 25 hours, effective date pending receipt of the Suffolk County Civil Service certification of eligibles.

Motion carried unanimously.

FOUNDATION FUNDS ACCEPTANCE

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

NYS Dept of Education - Flood	
Miller Center	\$ 2,000.00
Adult Literacy	\$ 2,000.00
Family Center	\$ 2,000.00
Nature Explorium	\$ 2,000.00

Motion carried unanimously.

APPROVAL OF PAYROLLS & WARRANTS

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

payrolls:	
April 26, 2024	\$ 281,077.50
May 10, 2024	\$ 283,203.06
monthly warrant:	
Warrant #10 dated April 26, 2024	\$ 17,635.22
Warrant #11 dated May 10 & 15, 2024	\$ 671,427.94

Motion carried unanimously.

APPROVAL OF PERSONNEL REPORT

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

Motion carried unanimously.

ADJOURNMENT

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

Motion carried unanimously.

Meeting adjourned at 6:49 p.m.