

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

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

Attendance was as follows:

Mr. Edward McMullin	-	Vice-President
Mr. John Hocter	-	Member
Mr. Ronald Harrington	-	Member
Mrs. Jaqueline 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 10:00 a.m. by Mr. McMullin.

REPORT OF THE DIRECTOR

The Director discussed the annual NYS Sexual Harassment training and that a link for the training will be shared.

APPROVAL OF AGENDA

A motion was made by Mrs. Schott, seconded by Mr. Harrington, to approve the agenda for the July 17, 2024 Library 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 Library Board meeting held on June 18, 2024.

Motion carried unanimously.

## ANNUAL MOTIONS

A motion was made by Mrs Schott, seconded by Mr. Harrington, to approve the following annual motions for the fiscal year July 1, 2024 through June 30, 2025:

### DEPOSITORY

Primary Depositories  
BankUnited  
Secondary Depositories  
Flushing Bank

### NEWSPAPERS

Times of Middle Country  
Long Island Business News

### APPOINTMENTS

Attorney - Kevin Seaman  
Treasurer - William Rothaar  
External Auditor - Nawrocki Smith, LLP  
Claims Auditor - Frank Verdone  
Insurance Broker - Joseph Price  
Election Clerk - Beth Finn  
Records Management Officer – Christina Blount

### APPROVED SIGNATORIES

President of the Board of Trustees of Middle Country Public Library  
MCP Library Director

### AUTHORIZED CHECK SIGNATORIES

President of the Board of Trustees of Middle Country Public Library  
Director of the Middle Country Public Library  
Treasurer

### CURRENT LIBRARY POLICIES

Investment Policy  
Procurement Policy  
FOIL Request Policy  
Policy handbooks including changes and additions from December 15, 2021-June 30, 2024

### TAX SHELTERED ANNUITY PRODUCTS

The American Funds Group  
Invesco  
New York State Tax Deferred Compensation Plan

### MEAL REIMBURSEMENT

Per meal: Breakfast - \$30  
Lunch - \$40  
Dinner - \$75

### CREDIT CARD - AUTHORIZED STAFF

American Express  
Director  
Assistant Directors

Bank of America Visa  
Director

Assistant Director for Operations  
Coordinator for Family Place & Early Childhood Services

Home Depot/Exxon Mobil  
Facilities Manager  
Custodian I and II

EQUIPMENT USE – AUTHORIZED STAFF

The following positions are authorized the use of Library equipment as listed below. Staff are required to reimburse the Library for personal use of the equipment. The Library will reimburse staff for personal use of their phone at 50%.

Library Vehicle and Phones  
Facilities Manager  
Custodian I and II  
Cellular Phones Personal  
Director  
Assistant Directors  
Coordinator for Family Place & Early Childhood Services

Motion carried unanimously.

LIBRARY ATTORNEY RETAINER

A motion was made by Mrs. Schott, seconded by Mr. Hoctor, to approve the annual retainer of Kevin Seaman, the library's attorney, in the amount of \$18,500 for fiscal year 2024/2025 and to approve an amount not to exceed \$5,000 for additional legal services for the same time period.

Motion carried unanimously.

PUBLIC RELATIONS SERVICES-SYNTAX COMMUNICATION

A motion was made by Mr. Harrington, seconded by Mr. Hoctor, to approve a contract for \$11,000 with Syntax Communication for public relations services for fiscal year 2024/2025 and to approve an amount not to exceed \$10,000 for special projects for the same time period.

Motion carried unanimously.

FOUNDATION FUNDS ACCEPTANCE

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

IMLS Grant	\$3,485.83
Sandra Feinberg Innovation Fund	\$3,000.00

Motion carried unanimously.

## APPROVAL OF PAYROLLS & WARRANTS

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

payrolls:	
June 21, 2024	\$ 288,759.27
July 5, 2024	\$ 345,778.15

monthly warrant:	
Warrant #12 dated June 21, 2024	\$ 25,231.63
Warrant #1 dated July 5 & 17, 2024	\$ 819,930.30

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 June 30, 2024.

Motion carried unanimously.

## ADJOURNMENT

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

Motion carried unanimously.

Meeting adjourned at 10:09 a.m.