

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. Hocter, 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. Hocter, 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. Schott, 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.