

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
of the
MIDDLE COUNTRY PUBLIC LIBRARY
August 21, 2024

The regular meeting of the Board of Trustees of the Middle Country Public Library was held on August 21, 2024 at the Centereach Building.

Attendance was as follows:

Mr. Edward McMullin	-	Vice-President
Mr. John Hctor	-	Member
Mr. Ronald Harrington	-	Member
Mrs. Jaqueline Schott	-	Member

Staff:

Mrs. Sophia Serlis-McPhillips	-	Director
Mr. Ryan Gessner	-	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 Mr. McMullin.

APPROVAL OF AGENDA

A motion was made by Mrs. Schott, seconded by Mr. Harrington, to approve the agenda for the August 21, 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 July 17, 2024.

Motion carried unanimously.

CIRCULATION POLICY

A motion was made by Mr. Harrington, seconded by Mr. McMullin to approve the Circulation Policy.

Loan Periods

Books	21 Days
DVDs (Fiction)	7 Days
DVDs (Non-Fiction)	21 Days
Audio (CDs, LPs, & Playaways)	21 Days
Periodicals (Current Issue)	Does Not Circulate
Periodicals (Past Issues)	21 Days
Reference	Does Not Circulate
LI LINK Books	21 Days
LI LINK Media	7 Days

Special Collection Loan Periods

Education Resource Center	MCPL and ERC only, 21 Days
Game Collection	MCPL only, 7 Days, max 2 per card
J Backpacks	MCPL and ERC only, 21 Days
J Kits	MCPL and ERC only, 7 Days, Max 2 per card
Library of Things – Educational	MCPL and ERC only, 7 Days, Max 2 per card
Library of Things – Technology	MCPL only, 14 Days, Max 2 per card
Museum Passes	MCPL only, 2 Days
Toys	MCPL and ERC only, 21 Days, Max 3 per card
Video Games	MCPL only, 7 Days

BORROWING LIMITATIONS

The library reserves the right to limit the number of items borrowed.
The library reserves the right to change the standard loan period at any time.

SPECIAL SERVICE FEES

Extended Use Fees

All materials except as otherwise noted

Fine Free

Library of Things Educational & Technology	\$10.00 first day late
Museum Passes	\$10.00 first day late
Game Collection	\$10.00 first day late

Interloaned Materials

Fees for ILL materials are based on the lending library’s circulation policy.

Damaged and Lost Materials

Replacement costs will be charged to the patron for any item that is lost or returned damaged and beyond repair. These charges will be recorded on the patron record.

Returned Check Fee

If a check has been made out to Middle Country Public Library and is returned for insufficient funds, the amount of the check and any bank fees incurred by the library will be charged to the patron and recorded on the patron record.

HOMEBOUND SERVICES

Patrons who are unable to leave their homes due to a permanent or temporary illness or disability may qualify for Homebound Service.

SUSPENDED PRIVILEGES

The library reserves the right to temporarily suspend library privileges when an item is overdue in excess of 20 days, or the extended use fees exceed \$10.00, or charges for lost or damaged materials are not paid. Library privileges will be reinstated when resolution of the problem occurs.

In the event that a patron disagrees with the decision of the customer service supervisor, a request for reconsideration may be submitted to the Library Director. If the patron disagrees with this determination, an appeal may be directed to the Library Board of Trustees.

Motion carried unanimously.

3-D PRINTING POLICY

A motion was made by Mrs. Schott, seconded by Mr. Harrington to approve the 3-D Printing Policy.

3D PRINTING POLICY

In the interest of offering the community access to new and emerging technologies, the Middle Country Public Library will provide 3D printing as a staff mediated service.

Patrons wishing to have a project printed on the library's 3D printer must submit their request using a form on the library's web page. Library staff shall review the request to ensure that it does not violate the restrictions set forth below, and that the library's printer is capable of printing the supplied design.

No project shall be printed that library staff determine is:

- Prohibited by local, state, or federal law.

- Unsafe, harmful, dangerous, or posing a threat to others including weapons, parts of weapons, and life-like replicas of weapons.
- Obscene or otherwise inappropriate for the library environment.
- In violation of intellectual property rights such as copyright, trademark, or patent protection.

In addition to the above restrictions, the library reserves the right to refuse any 3D print request.

Pricing starts at \$0.05 per gram of filament, as reported by slicing software before printing. Specialty materials or colors may cost more based on the cost of the library to purchase the materials. All prices are subject to change. Refunds will not be permitted. Patrons may drop off their own spool of filament to be printed at no cost, however the library is not responsible for lost material due to print failures, waste, or any other circumstance. All materials must be approved by an Innovation Space staff member before being dropped off.

Most 3D prints are completed within 14 days of submission and approval. Patrons will be notified when their print job has finished and the project is ready to be picked up. Projects should be picked up within 7 days of receiving this notification; any project not picked up within 14 days will be discarded, and the cost will be recorded as a fine on the patron's library record.

Motion carried unanimously.

LIBRARY INSURANCE 2024-2025

A motion was made by Mr. Harrington, seconded by Mrs. Schott, to accept the quote of Utica Insurance in the amount of \$208,409.68 submitted by Joseph Price of EPIC Brokers, as the lowest quote for General, Umbrella, Auto and Worker's Compensation Insurance for the 2024-2025 year.

Motion carried unanimously.

SECURITY SYSTEM UPGRADE

A motion was made by Mr. McMullin, seconded by Mrs. Schott, to approve the purchase of a software license and offsite integration from Digital Provisions for the XProtect Professional+ Device License, NYS Contract PT68786, at a cost of \$22,121.90.

Motion carried unanimously.

MILLER CENTER FURNITURE

A motion was made by Mr. Harrington, seconded by Mr. McMullin, to approve the purchase of furniture for the Miller Business Center, Literacy and adult non-fiction areas from Agati Furniture, NYS Contract PC70155, in the amount of \$165,637.27.

Motion carried unanimously.

PHOTOVOLTAIC SYSTEM SEQRA

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

WHEREAS, the Board of Trustees of the Middle Country Public Library (the "Board of Trustees") desires to embark upon the following improvements at the Board of Trustees facility as set forth herein and as listed in the working budget: (1) installation of a rooftop photovoltaic system (PV) that will provide solar generated electricity reducing the demand for electricity from the electrical grid at the Middle Country Public Library - Centereach Branch (hereinafter referred to as the "Project"); and

WHEREAS, said capital improvements are subject to classification under the State Environmental Quality Review Act (SEQRA); and

WHEREAS, maintenance or repair involving no substantial changes in an existing structure or facility are classified as Type II Actions under the current Department of Environmental Conservation SEQR Regulations (Section 6 NYCRR 617.5 (c)(1)); and

WHEREAS, replacement, rehabilitation or reconstruction of a structure or a facility, in kind, on the same site, including upgrading buildings to meet building or fire codes, unless such action meets or exceeds any of the thresholds in section 617.4 are classified as Type II Actions under the current Department of Environmental Conservation SEQR Regulations (Section 6 NYCRR 617.5 (c)(2)); and

WHEREAS, the retrofit of an existing structure and its appurtenant areas to incorporate green infrastructure are classified as Type II Actions under the current Department of Environmental Conservation SEQR Regulations (Section 6 NYCRR 617.5 (c)(3)); and

WHEREAS, the installation of solar energy arrays on an existing structure provided the structure is not: (i) listed on the National or State Register of Historic Places; (ii) located within a district listed in the National or State Register of Historic Places; (iii) been determined by the Commissioner of the Office of Parks, Recreation and Historic Preservation to be eligible for listing on the State Register of Historic Places... is classified as a Type II Action under the current Department of Environmental Conservation SEQR Regulations (Section 6 NYCRR 617.5 (c)(15)); and

WHEREAS, the purchase or sale of furnishings, equipment or supplies...other than the following: land, radioactive material, pesticides, herbicides, or other hazardous materials are classified as Type II Actions under the current Department of Environmental Conservation SEQR Regulations (Section 6 NYCRR 617.5 (c)(31)); and

WHEREAS, the SEQR Regulations declare Type II Actions to be actions that have no significant impact on the environment and require no further review under SEQR; and

WHEREAS, the Board of Trustees, as the only involved agency, has examined all information related to the improvement projects and has determined that the Project as a whole is classified as a Type II Action pursuant to Sections 617.5(c)(1),(2),(3), (15), and (31) of the SEQR Regulations;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees hereby declares itself lead agency in connection with the requirements of the State Environmental Quality Review Act; and

BE IT FURTHER RESOLVED, that the Board of Trustees hereby declares that the Project as a whole is a Type II Action, which require no further review under SEQR; and

BE IT FURTHER RESOLVED, that the Board of Trustees hereby shall forward an official copy of this Resolution to the New York State Education Department.

Motion carried unanimously.

NYS APPLICATION

A motion was made by Mr. McMullin, seconded by Mrs. Schott, to approve the New York State application for the Photovoltaic System at the Centereach Building.

Motion carried unanimously.

PERSONNEL APPOINTMENT

A motion was made by Mr. Hcctor, seconded by Mrs. Schott, to approve the appointment of Susan LaSelva to the position of Principal Library Clerk, Non-Professional Pay Grade 11, Step 7; Nicole DiSalvo Gales to the position of Senior Library Clerk, Non-Professional Pay Grade 4, Step 3; Lynne Ceraso and Maureen Dragos to the position of Senior Library Clerk, Non-Professional Pay Grade 4, Step 2, effective date pending receipt of the Suffolk County Civil Service certification of eligibles.

Motion carried unanimously.

CONFERENCE AND TRAVEL

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

Sal DiVincenzo, Sara Fade, and Nicole Rambo to attend Podfest 2025 in Orlando, Florida from January 15-19, 2025 at a cost not to exceed \$9,300.

Motion carried unanimously.

OBSOLETE FURNITURE AND EQUIPMENT

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

1	Table
1	Bench
27	Chairs

Motion carried unanimously.

APPROVAL OF PAYROLLS & WARRANTS

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

payrolls:	
July 19, 2024	\$277,704.56
August 2, 2024	\$279,837.23
August 16,2024	\$282,663.03

monthly warrant:	
Warrant #1 dated July 19, 2024	\$ 37,979.66
Warrant #2 dated August 2, 16 & 21, 2024	\$ 495,723.69

Motion carried unanimously.

APPROVAL OF PERSONNEL REPORT

A motion was made by Mrs. Schott, seconded by Mr. Harrington, to approve the Report of Personnel Changes dated July 31, 2024.

Motion carried unanimously.

ADJOURNMENT

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

Motion carried unanimously.

Meeting adjourned at 10:22 a.m.