

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

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

Attendance was as follows:

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

Staff:

| | | |
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| Mrs. Sophia Serlis-McPhillips | - | Director |
| Mr. Ryan Gessner | - | Assistant Director |
| Mrs. Tracy LaStella | - | Assistant Director |
| Mrs. Christina Blount | - | Head of Business & Personnel |

CALL TO ORDER

The meeting was called to order at 6:02 p.m. by Mr. McMullin.

APPROVAL OF AGENDA

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

Motion carried unanimously.

APPROVAL OF MINUTES

A motion was made by Mrs. Schott, seconded by Mr. Hocter, to approve the minutes of the board meeting held on August 21, 2024.

Motion carried unanimously.

HVAC MAINTENANCE AND SERVICE CONTRACT

A motion was made by Mr. Hocter, seconded by Mr. Harrington, to approve the services of All Industrial Boiler, Inc. dba Island Industrial Boiler for a maintenance and service contract for heating and air conditioning through June 30, 2025 per the South Huntington Union Free School District contract (RFP #2025-03).

Motion carried unanimously.

HVAC REPLACEMENT– SELDEN BUILDING

A motion was made by Mr. Harrington, seconded by Mr. McMullin, to accept the quote of Island Industrial Boilers for the replacement of the server room AC unit in the Selden building in the amount of \$19,700 for a 24,000 BTU ductless heat pump unit including all materials and labor per contract.

Motion carried unanimously.

NYS CONSTRUCTION GRANT

A motion was made by Mrs. Schott, seconded by Mr. Harrington, to adopt the application for the New York State Public Library Construction Grant for the rooftop photovoltaic system project.

Motion carried unanimously.

BUILDING MANAGEMENT SYSTEM

A motion was made by Mr. Hctor, seconded by Mr. McMullin, to accept the proposal from Commercial Instrumentation Services to integrate existing rooftop units and incorporate standalone units to the JCI Facility Explorer building management system at a cost of \$74,202.43, as per Suffolk County Contract CEM-050123, to be funded by the Technology Fund

Motion carried unanimously.

SHELVING - CENTEREACH BUILDING

A motion was made by Mrs. Schott, seconded by Mr. Harrington, to accept the quote by A.R. Kropp to supply and install MJ Shelving for the Miller Center at a cost of \$19,493.69, as per NYS contract PC 70168.

Motion carried unanimously.

NURSING MOTHERS IN THE WORKPLACE

A motion was made by Mrs. Schott, seconded by Mr. Harrington, to approve the Nursing Mothers in the Workplace Policy.

Nursing Mothers in the Workplace Policy

In accordance with the Federal Pump Act and New York Labor Law 206-C, the Middle Country Public Library seeks to provide a supportive environment where employees may express breast milk during work hours.

Requests for Accommodations

Employees who wish to express breast milk at work must notify their supervisor in advance by submitting a written request to their direct supervisor with a copy to the Library Director. The Library will make every effort to respond to the request in a timely manner. The request must inform of the number of breaks anticipated as being needed during the work day and any

preferred times to express milk.

Accommodations

Employees may take a 30-minute paid break, when there is a reasonable need, to pump breast milk for up to three years following the birth of their child. Employees may use existing paid break time or meal time if they need additional time beyond the paid 30 minutes.

Designated Lactation Room

In the Centereach building, the Library has designated the upstairs podcast office for use as a lactation room. In the rare instance that the podcast office is unavailable, the upstairs small conference room is the back-up location. In the Selden building, the Library has designated Family Place Room B for use as a lactation room. In the rare instance that Family Place Room B is unavailable, Family Place Room A is the back-up location. The locations are well lit, shielded from the view of others, have locks on the doors and contain a chair, small table and an electrical outlet. Employees may use the refrigerators in the Staff Lounges to store the expressed breast milk. The Library is not responsible for ensuring the safekeeping of expressed milk stored in the refrigerator.

Non-Discrimination and Retaliation

Employees who choose to express breast milk in the workplace pursuant to the policy will not be discriminated or retaliated against in any manner.

Notifications

This policy will be provided to all employees annually, upon hire, and to employees returning to work after the birth of a child.

Motion carried unanimously.

CONFERENCE AND TRAVEL

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

Kristen Todd-Wurm and Jessica Servello for a Family Place site visit in Colchester, Connecticut, November 19, 2024, at a cost not to exceed \$750, to be funded by Family Place.

Motion carried unanimously.

APPROVAL OF PAYROLLS & WARRANTS

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

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| payrolls: | |
| August 30, 2024 | \$ 283,225.78 |
| September 13, 2024 | \$ 275,341.95 |

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| monthly warrant: | |
| Warrant #2 dated August 30, 2024 | \$ 2,298.05 |
| Warrant #3 dated September 13 & 18, 2024 | \$ 401,657.35 |

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 August 31, 2024.

Motion carried unanimously.

ADJOURNMENT

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

Motion carried unanimously.

Meeting adjourned at 6:15 p.m.