

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
of the
MIDDLE COUNTRY PUBLIC LIBRARY
November 19, 2024

The regular meeting of the Board of Trustees of the Middle Country Public Library was held on November 19, 2024 at the Centereach Building.

Attendance was as follows:

Mrs. Lisa Mitnick	-	President
Mr. Edward McMullin	-	Vice-President
Mr. John Hocter	-	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 Mrs. Mitnick.

APPROVAL OF AGENDA

A motion was made by Mr. McMullin, seconded by Mr. Hocter, to approve the agenda for the November 19, 2024 board meeting.

Motion carried unanimously.

APPROVAL OF MINUTES

A motion was made by Mrs. Mitnick, seconded by Mr. McMullin, to approve the minutes of the board meeting held on October 16, 2024.

Motion carried unanimously.

REPORT OF THE DIRECTOR

The Director confirmed all Board members completed the annual Trustee Training. The impact of AI in public libraries was discussed.

SALARY SCALE INCREASE 2025

A motion was made by Mrs. Mitnick, seconded by Mr. McMullin, to approve the following;

A 2.5% Cost of Living increase for all staff, except Pages earning less than \$16.50 per hour and Food Service Workers earning less than \$16.75 per hour, to be awarded on the employee's increment date.

Pages earning less than \$16.50 will be moved to the new starting rate of \$16.50, with no cost of living increase, effective January 1, 2025

Food Service Workers earning less than \$16.75 will be moved to the new starting rate of \$16.75, with no cost of living increase, effective January 1, 2025.

Motion carried unanimously.

SUFFOLK COOPERATIVE LIBRARY SYSTEM 2025 OPERATING BUDGET

A motion was made by Mr. McMullin, seconded by Mr. Hocter, to approve the 2025 Suffolk Cooperative Library System Operating Budget.

Motion carried unanimously.

LIBRARY-INITIATED DISPLAY POLICY

A motion was made by Mrs. Mitnick, seconded by Mr. McMullin, to approve the Library-Initiated Display Policy.

Library-Initiated Display Policy

The Middle Country Public Library maintains several library-initiated displays that showcase the Library's various collections, highlight cultural, educational, and community interests and aim to further the Library's mission. Displays, both physical and virtual, provide opportunities for the community to learn about library collections, resources, and services and encourage lifelong learning, recreation, and entertainment.

Guidelines for Displays:

All displays are planned and implemented by the Library's professional staff. Library staff will use the following criteria in making decisions regarding to display topics, materials and accompanying resources:

- Community needs and interests
- Historical, cultural and educational significance
- Connection to other community or national programs, exhibits and events
- Relation to Library events and programs
- Availability of space

Items on display must be legally compliant with state and federal laws pertaining to protected classes of persons and individuals. The Library adheres to the principles of intellectual freedom, adopted by the American Library Association, as expressed in the Library Bill of Rights and the Freedom to Read and Freedom to View Statements.

Library-initiated displays should not exclude topics, books, media, realia and other resources solely because they may be considered controversial. The presence of an exhibit or display in the Library is not to constitute an endorsement by the Library of the content display, or the views expressed in the materials on display.

Library-initiated displays are not for commercial, religious, or partisan political purposes nor the solicitation of business.

Items on display are to be considered individually. A request for reevaluation of library display materials will be considered in the same manner as requests for reconsideration of materials by submitting a completed *Middle Country Public Library Request for Reconsideration of Material Form*.

Motion carried unanimously.

CONFERENCE & TRAVEL

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

James Matias to attend Computers in Libraries 2025 in Arlington, VA, March 24-27, 2025 for an amount not to exceed \$2,900.

Motion carried unanimously.

OBSOLETE FURNITURE AND EQUIPMENT

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

7	Chairs
6	File Cabinets
1	Magazine Display
1	Table
2	AV Carts
1	DVD Player
1	Projector
3	Televisions

Motion carried unanimously.

FOUNDATION FUNDS ACCEPTANCE

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

Middle Country Library Foundation – Family Place \$19,724.67

Motion carried unanimously.

APPROVAL OF PAYROLLS & WARRANTS

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

payrolls:	
October 25, 2024	\$ 292,753.77
November 8, 2024	\$ 291,736.40
monthly warrant:	
Warrant #4 dated October 25, 2024	\$ 21,591.32
Warrant #5 dated November 8 & 19, 2024	\$ 403,289.23

Motion carried unanimously.

APPROVAL OF PERSONNEL REPORT

A motion was made by Mrs. Mitnick, seconded by Mr. McMullin, to approve the Report of Personnel Changes dated October 31, 2024.

Motion carried unanimously.

ADJOURNMENT

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

Motion carried unanimously.

Meeting adjourned at 10:33 a.m.