

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

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

Attendance was as follows:

Mrs. Lisa Mitnick	-	President
Mr. Edward McMullin	-	Vice-President
Mr. John Hctor	-	Member
Mrs. Jacqueline Schott	-	Member

Staff:

Mrs. Sophia Serlis-McPhillips	-	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 10:01 a.m. by Mrs. Mitnick.

APPROVAL OF AGENDA

A motion was made by Mrs. Mitnick, seconded by Mr. McMullin, to approve the agenda for the December 18, 2024 board meeting.

Motion carried unanimously.

APPROVAL OF MINUTES

A motion was made by Mrs. Schott, seconded by Mr. Hctor, to approve the minutes of the board meeting held on November 19, 2024.

Motion carried unanimously.

LIBRARY VOTE AND TRUSTEE ELECTION 2025

A motion was made by Mrs. Mitnick, seconded by Mr. McMullin, that the annual election for library trustee and the library budget vote be held at the library in Centereach on Tuesday, April 8, 2025 between the hours of 9:30 a.m. and 9:00 p.m., and that

registration for the library vote be held on Tuesday, April 1, 2025, between the hours of 2:00 p.m. and 9:00 p.m.

Motion carried unanimously.

STAFF DEVELOPMENT TRAINING

A motion was made by Mr. McMullin, seconded by Mrs. Mitnick, to accept the proposal from Tim McHeffey to provide a development training seminar for staff consisting of two sessions January 16 and 28, 2025 at a cost of \$1,970.

Motion carried unanimously.

ELECTRICAL WORK – MILLER CENTER

A motion was made by Mr. McMullin, seconded by Mrs. Schott, to accept the proposal from Flanagan Electric as the lowest quote in the amount of \$15,680 for electrical work, including materials and labor, for the Miller Center

Motion carried unanimously.

BATHROOM TILE CENTEREACH

A motion was made by Mrs. Mitnick, seconded by Mr. Hctor, to accept proposal #19634 from Parsons Commercial LLC to furnish and install ceramic tile in the upstairs bathroom in Centereach, NYS contract #PC69411, at a cost of \$11,539.

Motion carried unanimously.

CONFERENCE AND TRAVEL

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

Kristen Todd-Wurm and Caroline Mandaro for Family Place site visits to Helen Hall, Austin Memorial, and Bay City libraries in Texas from January 13-15, 2025 at a cost not to exceed \$4,750, to be funded by Family Place.

Motion carried unanimously.

APPROVAL OF PAYROLLS & WARRANTS

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

payrolls:	
November 22, 2024	\$291,790.70
December 6, 2024	\$280,268.41
monthly warrant:	
Warrant #5 dated November 22, 2024	\$ 21,324.21
Warrant #6 dated December 6 & 18, 2024	\$941,484.86

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 November 30, 2024.

Motion carried unanimously.

ADJOURNMENT

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

Motion carried unanimously.

Meeting adjourned at 10:19 a.m.