

## **MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY**

### **MINUTES OF JANUARY 24, 2022, BOARD MEETING**

Trustee Gross called the meeting to order at 7:13 pm.

#### **CALL TO ORDER**

Present were Trustees Gross, Dubois, Marks and Furnari (arrived at 7:25 p.m.), Director Rosalia, Assistant Director D'Amato, Business Manager Nowak, and Secretary Stirber. Fred Towle attended as a guest. Chris Barletta of Sandpebble, and Victor Canseco of Sandpebble attended via video call.

#### **PRESENT**

Motion by Marks, second by Dubois, to accept the minutes of the December 20, 2021, meeting of the Board of Trustees. Carried 3-0.

#### **APPROVAL OF MINUTES**

Motion by Dubois, second by Marks, to accept the minutes of the January 6, 2022, special meeting of the Board of Trustees. Carried 3-0.

Motion by Dubois, second by Marks, to approve the following Operating Fund Schedule of Claims dated January 24, 2022. Carried 3-0.

#### **SCHEDULE OF CLAIMS**

Motion by Marks, second by Dubois, to approve the Operating Financial Report for December 2021. Carried 3-0.

#### **FINANCIAL REPORTS**

Motion by Marks, second by Dubois, to approve the Capital Fund Financial Report for December 2021. Carried 3-0.

In addition to the information described in her Director's Report attached, Ms. Rosalia reported that we have been without heat for about a week on the main floor. There was a leak in the system, but contractors were able to do a quick fix, but it is not fixed permanently. In addition, she reported that it has been difficult to find a common time for the residents interested in joining Friends of the Library to meet. Ms. Rosalia continued with her report informing the board that the COVID notifications have increased and staffing in all departments is very difficult. She reported that all departments are in crisis, but we are doing what we can to remain in full operation. This new uptick is affecting not just our facility, but all libraries. Libraries have had to close their entire building or departments within their building. Ms. Rosalia reported that

#### **DIRECTOR'S REPORT**

Assemblymember Thiele's office recently received 1000 COVID tests and masks that will be delivered to libraries to give out to local community members. She continued with her report informing the board that we are currently experiencing the negative effect of the increase in minimum wage. We are having a hard time attracting staff and keeping guards, custodians, and clerks. She will be working on a staff analysis and a long-term strategy to resolve this. Lastly, Ms. Rosalia reported the New York State Tax Cap has officially been set at 2% for fiscal year 2022-2023 and she will be working on the draft budget and will present at the meeting in February.

The Assistant Director reported that the budget vote preparation has started. The calendar and timing for registration to vote, ballot information, notices and publication have all been set and the processes have started. The Trustee Petitions will be available February 8<sup>th</sup> and they need to be returned March 7<sup>th</sup>.

**ASSISTANT  
DIRECTOR'S  
REPORT**

The Business Manager reported that W-2 Statements have been delivered and the 1099's have gone out in the mail. The 1095's regarding health insurance will be delivered next. Mr. Nowak reported that Kathi Bertos has been working with Steve Burg on a replacement van. There are supply chain issues, and they haven't had luck with finding anything using the New York State Contract. They were able to find a van at Riverhead Dodge due in later this month. The van is critical to the Literacy Department with the programs beginning back at the high school in the next few weeks. The Business Manager then reported that our contribution to the retirement system is being paid in this month's warrant. Although the expense is high at \$567,794 it is about 11% lower than the estimate that we were provided which was approximately \$638,000. Mr. Nowak reported that time spent on COVID activity has increased this month, but the department heads have been very helpful with communicating staff issues to us. Hopefully it will begin to slow down.

**BUSINESS  
MANAGER'S  
REPORT**

Sylvia Maurer spoke briefly reporting that class visits have begun again and are going well. They are having one class visit at a time and the students are happier because the librarians can provide more one on one time. Also, they have been able to get a class roster ahead of time and are updating information where needed or getting new information so that Liz Horbal can ensure all students have library cards when they leave. Ms. Maurer reported that more students are returning to the library after the visit.

**DEPARTMENT  
REPORTS**

Motion by Dubois, second by Marks, to approve the CS-150 report with the Director's recommended personnel changes. Carried 4-0.

**PERSONNEL  
CHANGES**

Motion by Furnari, second by Dubois, to approve the renewal agreement with Library Ideas, LLC for an annual subscription to their Freegal Music service running from February 2022 through February 2023 at a cost of \$11,638.00. Carried 4-0.

**CONTRACTS/  
RENEWALS**

Motion by Dubois, second by Marks, to approve the renewal agreement with the South Shore Press for an annual advertising run of fifty-two issues at a cost of \$775.00 per week. Carried 4-0.

Motion by Furnari, second by Dubois, to approve the purchase contract with Riverhead Chrysler Dodge Jeep Ram for a 2022 Dodge Promaster 2500 high roof cargo van at a cost not to exceed \$57,891.00 plus dealer and New York State imposed fees for title and registration, etc.. Carried 4-0.

Motion by Dubois, second by Marks, to move into Executive Session at 7:37 pm to discuss a contractual issue. Carried 4-0.

**EXECUTIVE  
SESSION**

Motion by Dubois, second by Marks, to leave Executive Session at 9:03 pm. Carried 4-0.

Motion by Dubois, second by Furnari, to adjourn the meeting at 9:03 pm. Carried 4-0.

**ADJOURNMENT**

Respectfully submitted by,

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Madeline Stirber, Secretary