

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY

MINUTES OF APRIL 25, 2022, BOARD MEETING

Trustee Maiorana called the meeting to order at 7:04 pm.

CALL TO ORDER

PERIOD OF PUBLIC EXPRESSION

Present were Trustees Maiorana, Gross, Dubois, Furnari and Marks, Director Rosalia, Assistant Director D'Amato, Business Manager Nowak, and Secretary Stirber. Fred Towle, Rick Wiedersum and Megan Fensterer of H2M Architects and Chris Barletta from Sandpebble attended as guests. Victor Canseco of Sandpebble attended via video call.

PRESENT

Motion by Gross, second by Furnari, to accept the minutes of the March 28, 2022, meeting of the Board of Trustees. Carried 5-0.

**APPROVAL OF
MINUTES**

Motion by Marks, second by Furnari, to approve the following Operating Fund Schedule of Claims dated April 25, 2022. Carried 5-0.

**SCHEDULE OF
CLAIMS**

Motion by Dubois, second by Gross, to approve the Operating Financial Report for March 2022. Carried 5-0.

**FINANCIAL
REPORTS**

Motion by Marks, second by Dubois, to approve the Capital Fund Financial Report for March 2022. Carried 5-0.

In addition to her written the report, the Director thanked the Board of Trustees for taking a tour of the two new branches today. She said that she is hoping to offer additional tours for our local representatives in the near future. Ms. Rosalia then reported that she is working with H2M on moving forward with the closing and renovation of the main building at 407. We will be storing our furniture for use again once the building is renovated and re-opens. They looked at electrical outlets for phone and computer to be built into the facilities. She continued with her report explaining that we are working on preparing to move out of the main building. She visited SCLS to look at space for storing our shelving, records, books, local history, and holiday collections. They also have space for our piano. In addition, staff will be able to work from space at

**DIRECTOR'S
REPORT**

SCLS and our servers and computers can be stored. There is also lawn space for storage PODS. We have begun to tag and label everything for either storage or use at other branches once they are complete. We are about to begin working remotely, out of Herkimer, at SCLS and of course at the new branches once they are open. We will be operating on cloud-based accounting/office systems and our phone system will be routed to other locations. She expressed the importance of the details of each service and reported that we do not want to miss a step in serving the public. In the CARES department everything will be marked, and we will rely on interlibrary loans from neighboring libraries during the renovations. We are moving forward with the \$20,000 grant to digitize all our business records and automate our workflow for all forms. She reported that we will be obtaining a second trailer to be located at Mastic Beach. Ms. Rosalia explained that we are working on the logistics of incoming and outgoing mail. She continued with her report explaining that we will have technology available to patrons at Herkimer, and it will be staffed by department heads and other staff. She also reported that Friends of Library have incorporation papers and a meeting will be scheduled soon to work on how to file with the IRS to receive tax-deductible donations. Ms. Rosalia reported that she worked with Mark Grossman on updating our building project website and a news release about the \$50,000 for the crosswalk. Lastly she reported how disappointing it was that we were the only budget to fail, and discussions have already started on having a plan for the next vote no matter what the issues to make sure we are ready to respond to misinformation.

The Business Manager reported that we recently opened two bids for the exterior aluminum entrance work and painting for the Mastic Beach Branch and we are ready to award. Mr. Nowak then reported that the wastewater application was signed by the William Floyd board of education president. In addition, the audit for June 2022 will begin and we will be working to provide information through a cloud-based system. We began this process last year and it was successful. He reported that the Governor signed an open meetings law in April to make permanent the expanded use of videoconferencing (until July 1, 2024). He supplied copies of the law to the Board of Trustees. He reported that we are seeing an increase in COVID cases. Lastly, he informed the board that we have a new CSEA labor specialist, and we are working on supplying him with our employee information.

BUSINESS MANAGER'S REPORT

Motion by Dubois, second by Gross, to approve the CS-150 report with the Director's recommended personnel changes. Carried 5-0.

PERSONNEL CHANGES

Motion by Furnari, second by Dubois, to approve the renewal of the HVAC systems service agreement with Thermal Solutions, Inc. at the rate of \$2,371.25 per quarter. Carried 5-0.

**CONTRACTS/
RENEWALS**

Motion by Marks, second by Dubois, to approve the agreement with Cassone Leasing for the rental of their model 1260 coded trailer at the rate of approximately \$1,488.00 per month. Carried 5-0.

Motion by Gross, second by Furnari, to authorize the disposal of obsolete/broken equipment as outlined by David Belmonte and presented by Director Rosalia. Carried 5-0.

**DISPOSAL OF
OBSOLETE /
BROKEN
EQUIPMENT**

1. Exterior Aluminum Entrance Systems

**AWARDING OF
BIDS AND/OR
NYS CONTRACTS**

Motion by Dubois, second by Marks, to award contract #08-8.300 for the exterior aluminum entrance systems at the Mastic Beach Branch to Arrow Steel Window Corp. in the amount of \$73,867.00 (base bid), with the option to accept additional alternates at a later date. Carried 5-0.

2. Painting

Motion by Gross, second by Furnari, to award contract #09-9.200 for painting at the Mastic Beach Branch to Roebell Painters Co., Inc. in the amount of \$23,699.00 (base bid), with the option to accept additional alternates at a later date. Carried 5-0.

3. Finished Flooring

Motion by Dubois, second by Gross, to award contract #09-9.300 for finished flooring (LVT & carpet) at the Mastic Beach Branch to Milburn Flooring in the amount not to exceed \$66,147.95. Carried 5-0.

4. Ceramic Tile

Motion by Marks, second by Furnari, to award contract #50-15.200 for bathroom renovation (ceramic tile) at the Mastic Beach Branch to Milburn Flooring in the amount not to exceed \$34,500.00. Carried 5-0.

5. Fencing

Motion by Furnari, second by Dubois, to award contract #02-2.970 for fencing at the Mastic Beach Branch to Residential Fences Corp. in the amount not to exceed \$34,349.75. Carried 5-0.

6. Liquid Propane Tank Supply & Install

Motion by Gross, second by Marks, to award contract 02-2.400 for L.P. tank equipment and installation at the Mastic Beach Branch to Liberty Gas Service in the amount not to exceed \$13,181.59. Carried 5-0.

Motion by Gross, second by Dubois, to move into Executive Session at 8:02 pm to discuss a contractual issue. Carried 5-0.

**EXECUTIVE
SESSION**

Motion by _____, second by _____, to leave Executive Session at ____ pm. Carried 5-0.

Motion by _____, second by _____, to adjourn the meeting at _____. Carried 5-0.

ADJOURNMENT

Respectfully submitted by,

Madeline Stirber, Secretary