

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY

MINUTES OF JUNE 27, 2022, BOARD MEETING

Trustee Maiorana called the meeting to order at 7:02 pm.

CALL TO ORDER

PERIOD OF PUBLIC EXPRESSION

Present were Trustees Maiorana, Gross, Dubois and Marks, Director Rosalia, Assistant Director D'Amato, Business Manager Nowak, and Secretary Stirber. Fred Towle, Mark Grossman, Rick Wiedersum of H2M Architects and Chris Barletta from Sandpebble attended as guests.

PRESENT

Motion by Gross, second by Marks, to accept the minutes of the May 23, 2022, regular meeting of the Board of Trustees. Carried 4-0.

APPROVAL OF MINUTES

Motion by Marks, second by Dubois, to approve the following Operating Fund Schedule of Claims dated June 27, 2022.

SCHEDULE OF CLAIMS

Motion by Gross, second by Dubois, to approve the Operating Financial Report for May 2022. Carried 4-0.

FINANCIAL REPORTS

Motion by Marks, second by Dubois, to approve the Capital Fund Financial Report for May 2022. Carried 4-0.

The Director reported that the library officially closed June 3rd and most of our services have been relocated to Herkimer. Statistics will be provided in the near future that will tell us how the technology, play space, copies and faxes are working out. We will know shortly who is attending programs both out on the road and at Herkimer. She informed the board that we are working to co-exist with the Town of Brookhaven and the Senior Nutrition Program they operate but we have no details right now. Ms. Rosalia continued to report that Literacy has been relocated to their trailer and everything is working well. They are operating as normal during the day and are looking to begin operating two nights a week. They are using social media to promote their services. The business office has also moved to a trailer as well. CPSD has begun their "On the Road Programs" and are encouraging outdoor play. The Summer Reading Club had a start-up event where ice cream, lawn games and give aways were provided. The event was a tremendous

DIRECTOR'S REPORT

success and next year they are looking to include Teen and Adult as part of the event. In addition, she reported that the staff is doing well working from home and using all technology to keep everything operating as normal. She is proud of the staff and the community noting there have been no complaints and nothing is lacking. She reported that the construction fence will be going up around the main building and that June 28th is primary day and voting will be held at the library. She reported that the bids are continuing and construction on all buildings is moving forward. Lastly, she reported that the issue involving the Smithtown Library and the trustees getting involved in what books are permitted has quieted down. At this point Trustee Maiorana spoke briefly that the board has not interfered with our book collection policy in the past and they do not plan to get involved now. Ms. Rosalia continued that at the Director's meeting held last Friday they spoke with central collection and at this time it is the policy to represent everyone fairly and not leave anyone out based on race, religion, or orientation.

The Assistant Director reported that she is wrapping things up at the main building. She has been tagging and moving items and throwing things out. She reported that CPSD is a work in progress, and everyone is working hard, and they are moving forward to be relocated successfully. The July newsletter is very extensive with offsite programs at Wertheim, Smith Point, Herkimer, various schools, and a new site Carmen's River Park. She reported that National Night Out will be held on August 2 and plans are being made to ensure the event is a success.

ASSISTANT DIRECTOR'S REPORT

The Business Manager reported that the department is extremely busy. There is a new payroll system and the library staff have moved to using a mobile application for clocking in and out. In addition, all requests for time off are handled through the app and are submitted digitally. The transition began with the department heads and now we are up to 90% of staff enrolled. The new trailer has been set up and we are transitioning files, furniture, and all network applications to the new location. Mr. Nowak reported that \$610,000 in property tax receipts were received in May, and we will receive the balance in June. On June 15, the school district paid the first bond payment on our behalf. He reported that our annual financial auditing process has begun, and the first visit will be this Wednesday. In addition, we are working on the worker's compensation audit and the actuarial health insurance census data. He reported that the digitization project is nearly complete and has been moved to the Town of Brookhaven and thanked Kathi Bertos for overseeing this project. Mr. Nowak informed the board that he attended a Risk Management Webinar that discussed various risks including hurricanes and active shooters. Lastly he reported that on Thursday we

BUSINESS MANAGER'S REPORT

will be opening the bids for moving and storage at the main building (407) and for paving at the Moriches Annex.

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

**PERSONNEL
CHANGES**

1. Office 365 (Enterprise Email)

**CONTRACTS/
RENEWALS**

Motion by Dubois, second by Marks, to approve the annual Microsoft Office 365 subscription in the amount of \$4,080.00. Carried 4-0.

2. ECM Consulting & Marketing, Inc.

Motion by Dubois, second by Gross, to approve the extension of professional services agreement with ECM Consulting in the amount of \$3,500.00 per month for the period June 30, 2022, through June 30, 2024. Carried 4-0.

3. Reading House, LLC

Motion by Dubois, second by Gross, to approve the readers advisory service agreement with Reading House, LLC in the annual amount of \$3,000.00. Carried 4-0.

Mastic Beach Annex:

Motion by Dubois, second by Marks, to award Contract 02-2.988 Flagpole to Pole-Tech Company, Inc. for the Mastic Beach Annex project in the amount of \$7,500.00 and reserving the right to accept any additional alternates at a later date. Carried 4-0.

Motion by Marks, second by Gross, to award Contract 10-10.350 Interior Signage to East End Sign Design, Inc. for the Mastic Beach Annex project in the amount of \$27,475.00 and reserving the right to accept any additional alternates at a later date. Carried 4-0.

Motion by Gross, second by Marks, to award Contract 02-2.200 Paving to Aventura Construction, Corp for the Mastic Beach Annex project in the amount of \$44,315.50 (Base bid - \$35,800.00 + alternates #1- \$4,950.00 & #2- \$3,565.50) and reserving the right to accept any additional alternates at a later date. Carried 4-0.

Motion by Dubois, second by Marks, to award Contract 02-2.950 Landscaping to Sipala Landscape Services, Inc. for the Mastic Beach Annex project in the amount of \$31,290.00 (Base Bid - \$29,490.00 + Alternate #2 - \$1,200.00 & Alternate #3 - \$600.00) and reserving the

right to accept any additional alternates at a later date. Carried 4-0.

Moriches Annex

Motion by Gross, second by Marks, to award Contract 02-2.980 Synthetic Turf Supply & Install to Laser Industries, Inc. for the Moriches Annex project in the amount of \$79,300.00 and reserving the right to accept any additional alternates at a later date. Carried 4-0.

Motion by Dubois, second by Gross, to award Contract 50-6.700 Out of Scope Cabinets, Millwork & Tops off state contract #PC68281 to W.B. Mason for the Moriches Annex project in the total amount of \$52,638.28 (Circulation Desk: \$22,383.68 + Adult & Children's Program Rooms: \$19,854 + Delivery & Install: \$10,400.00) and reserving the right to accept any additional alternates at a later date. Carried 4-0.

Motion by Gross, second by Marks, to award Contract 02-2.970 Fencing off SCDPW contract #FFFIR-062416 to Residential Fences, Corp. for the Moriches Annex in the amount of \$49,097.00 and reserving the right to accept any additional alternates at a later date. Carried 4-0.

Motion by Marks, second by Gross, to award Contract 02-2.988 Flagpole to Pole-Tech Company, Inc. for the Moriches Annex project in the amount of \$7,500.00 and reserving the right to accept any additional alternates at a later date. Carried 4-0.

Motion by Gross, second by Dubois, to authorize the disposal of obsolete/broken equipment as outlined by Stephen Burg and presented by Director Rosalia. Carried 4-0.

**DISPOSAL OF
OBSOLETE /
BROKEN
EQUIPMENT**

Motion by Dubois, second by Gross, to reject the lowest responsible bidder for contract #16-16.525 in the best interests of the library and the taxpayers of the Library District. and rebid this scope of work at a later date. Carried 4-0.

BID REJECTION

Motion by Marks, second by Gross, to adjourn the meeting at 8:00 pm. Carried 4-0.

ADJOURNMENT

Respectfully submitted by,

Madeline Stirber, Secretary