

DRAFT - UNAPPROVED

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY

MINUTES OF JULY 25, 2022 ORGANIZATIONAL MEETING

Trustee Maiorana called the organizational meeting to order at 7:18 pm. **CALL TO ORDER**

Present were Trustees Maiorana, Gross, Dubois, Furnari and Marks, **PRESENT**
Director Rosalia, Assistant Director D'Amato, Business Manager
Nowak, and Secretary Stirber. Chris Barletta of Sandpebble and Fred
Towle attended as guests.

Motion by Gross, second by Dubois, to accept the Agenda as **AGENDA**
presented. Carried 5-0.

Motion by Gross, second by Dubois, to appoint Joseph **APPOINTMENT**
Maiorana as President. Carried 5-0. **OF OFFICERS**

Motion by Dubois, second by Maiorana, to appoint Wendy
Gross as Vice President. Carried 5-0.

Motion by Gross, second by Marks, to
appoint Michael Dubois as Clerk. Carried 5-0.

Motion by Gross, second by Dubois, to appoint Lorraine **APPOINTMENTS**
Squires as Treasurer. Carried 5-0.

Motion by Furnari, second by Marks, to appoint Kerrilynn
Jorgensen as Assistant Treasurer. Carried 5-0.

Motion by Dubois, second by Gross, to appoint Joseph Schiano as **CLAIM'S**
Claims Auditor of the Mastics-Moriches-Shirley Community Library at **AUDITOR**
a fee of \$6,000.00 per annum. Carried 5-0.

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Motion by Furnari, second by Marks, to appoint Kevin Seaman as the general legal counsel for the Mastics-Moriches-Shirley Community Library, at a semiannual retainer of \$8,750.00. Carried 5-0. **ATTORNEY'S**

Motion by Furnari, second by Dubois, that Lamb & Barnosky LLP as labor legal counsel for the Mastics-Moriches-Shirley Community Library, at a monthly retainer of approximately \$2,200.00. Carried 5-0.

Motion by Gross, second by Furnari, to appoint Baldessari & Coster LLP as the accounting firm for the Mastics-Moriches-Shirley Community Library at an annual fee of approximately \$18,000.00. In the course of this appointment the accounting firm shall review monthly accounting and financial reports, review internal accounting work performed, prepare the Library's annual state reports, provide accounting advice, and conduct the annual certified audit. The cost of any other extra work shall be negotiated by the Library Director and reported to the Board of Trustees. Carried 5-0. **ACCOUNTANT**

Motion by Gross, second by Furnari, to appoint Joseph P. Price Cook Maran Agency as the Mastics-Moriches-Shirley Community Library's Insurance Agent. Carried 5-0. **INSURANCE AGENT**

Motion by Furnari, second by Gross, to appoint Chris Nowak as Records Management Officer. Carried 5-0. **RECORDS MANAGEMENT**

Motion by Dubois, second by Gross, to appoint Kerri Rosalia as the Custodian of Public Records and Freedom of Information Officer. Carried 5-0. **CUSTODIAN OF PUBLIC RECORDS**

Motion by Dubois, second by Marks, to appoint Chris Nowak as the Affirmative Action Officer. Carried 4-0. **AFFIRMATIVE ACTION OFFICER**

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Motion by Marks, second by Dubois, to designate Flushing Bank as legal depository of monies belonging to the Mastics-Moriches-Shirley Community Library of the Township of Brookhaven, County of Suffolk, State of New York, and that monies belonging to said Library shall be deposited in accordance with Library policy and General Municipal Law. Carried 5-0.

DEPOSITORIES

Motion by Gross, second by Dubois, to authorize Kerri Rosalia and Chris Nowak, Director, and Business Manager of the Mastics-Moriches-Shirley Community Library respectively, to negotiate jointly the purchase of investment vehicles for Library funds. Such investments shall be executed in accordance with Library policy and General Municipal Law. The Board of Trustees hereby designates as depositories of Library investments any financial institution which meets the criteria of the Library's investment policy and General Municipal Law for such investments. Preference however shall be given to institutions housed within the boundaries of the Library District. Carried 5-0.

LIBRARY INVESTMENTS

Motion by Furnari, second by Marks, to designate the Long Island Advance and The South Shore Press as the newspapers which will carry required legal notices of the Mastics-Moriches-Shirley Community Library. Carried 5-0.

OFFICIAL NEWSPAPERS

Motion by Furnari, second by Marks, that the annual budget vote and trustee election will be held on Tuesday April 4, 2023. Carried 5-0.

ANNUAL BUDGET VOTE AND TRUSTEE ELECTION

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Motion by Dubois, second by Furnari, that petty cash funds be established as follows for FY 2022-2023:

PETTY CASH FUNDS

DEPARTMENT CUSTODIAN AMOUNT

Reference and Adult	Kerrilynn Jorgensen	\$100.00
Children & Parents'	Sylvia Maurer	\$100.00
Literacy Department	Lindsay Davis	\$100.00
CRS Department	Lorraine Squires	\$200.00
Business Office	Chris Nowak	\$150.00
Teen	Erika Irish	\$100.00
Information Technology	D. Belmonte	\$ 50.00

Carried 5-0.

Motion by Gross, second by Dubois, to reappoint Tara D'Amato as the Executive Director of the Community Library Friends of the Arts, Inc. of the Mastics-Moriches-Shirley Community Library at no fee. Carried 5-0.

FRIENDS OF THE ARTS EXECUTIVE DIRECTOR

Motion by Dubois, second by Furnari, to reappoint the following as members of the Steering Committee of the Mastics-Moriches-Shirley Community Library Friends of the Arts, Inc. for FY 22-23: Michael Cordaro and Cynthia Sciacca. Carried 5-0.

FRIENDS OF THE ARTS STEERING COMMITTEE

Motion by Furnari, second by Dubois, to appoint Lindsay Davis as the Executive Director of the Community Family Literacy Project. Inc., at no fee. Carried 5-0.

FAMILY LITERACY PROJECT EXECUTIVE DIRECTOR

Motion by Furnari, second by Gross, to appoint the following as members of the Steering Committee of the Community Family Literacy Project for FY 2022 - 2023: Diana Davies, Michele DelMonte, Anne Marie Hofmann, Luz Gonzalez, Assemblyman Fred Thiele, Jr, and James Mazzarella. Carried 5-0.

FAMILY LITERACY PROJECT STEERING COMMITTEE

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Motion by Dubois, second by Furnari, to maintain a reserve fund of approximately \$5,000.00 for the Mastics-Moriches-Shirley Community Library to pay current claims for unemployment as presented. Carried 5-0. **UNEMPLOYMENT INSURANCE ACCOUNT**

Motion by Gross, second by Marks, to maintain a reserve fund in the amount of \$475,000.00 for the Mastics-Moriches-Shirley Community Library to pay vacation and sick pay to resignees/retirees, if necessary. Carried 5-0. **VACATION AND SICK PAY ACCOUNT**

Motion by Gross, second by Dubois, to adjourn the organizational meeting at 7:26 pm. Carried 5-0. **ADJOURNMENT**

Respectfully submitted by,

Madeline Stirber, Secretary