

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

### **MINUTES OF JULY 25, 2022, BOARD MEETING**

Trustee Maiorana called the meeting to order at 7:11 pm.

**CALL TO ORDER**

#### **PERIOD OF PUBLIC EXPRESSION**

At 7:18 pm organizational meeting began.

At 7:27 pm the regular meeting resumed.

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

**PRESENT**

Motion by Furnari, second by Dubois, to accept the minutes of the July 18, 2022 special meeting of the Board of Trustees. Carried 5-0.

**APPROVAL OF  
MINUTES**

Motion by Marks, second by Furnari, to accept the minutes of the June 27, 2022 regular meeting of the Board of Trustees. Carried 5-0.

Motion by Gross, second by Dubois, to approve the following Operating Fund Schedule of Claims dated July 25, 2022. Carried 5-0.

**SCHEDULE OF  
CLAIMS**

The Director informed the Board that she recently spoke with Lynda Zach and the Board at Colonial Youth has expressed interest to be involved in the fundraising for the renovation of the "Little Red Schoolhouse." Ms. Rosalia asked the Board to think about whether this should be part of the next board meeting on August 22 at Herkimer or held as a separate meeting. She also reported that the library collections have been moved out of the main building or are ready to go. The Director informed the Board there will be a spreadsheet outlining where the materials are located or where they are going to end up. Ms. Rosalia then continued that this was a huge undertaking by staff. Over 80,000 items were scanned, labeled, and tagged so they could be stored properly and in the right location. She reported that Mastic Beach is coming along quickly with the arrival of shelving and flooring and the collections that will be housed there will arrive this Friday or Monday.

**DIRECTOR'S  
REPORT**

The parking lot is still rough, but the inside is beautiful. Inside the building there is still minor construction and electrical work so not able to open yet. In Moriches, the drywall is up and soon the raised access flooring and windows will be in. The Main Building is in the final stages of being emptied, including storing furniture and computers. August 5<sup>th</sup> is the last day that the building will have electric, and there will be no access to the building as of the 8<sup>th</sup>. Staff have been invited to move one box out and see the library one last time. The digitization project is in final phase, and she is working on reviewing the materials left in the final set of boxes. The phone system is live and operational, and all staff will soon have access to phones. Ms. Rosalia reported that we are thinking of going back to a weekly eNewsletter and email blast. Attendance at our programs has been lackluster. She continued reporting that staff is working at various locations throughout the community and in addition at SCLS. Lastly she wanted to thank the staff and managers. These last weeks have required a tremendous amount of work, and everyone has been volunteering to do new and different work to get the job done.

Ms. D'Amato reported that she has been working with the various library departments to recreate all programs offsite. This requires a tremendous amount of work for everyone. Developing an extensive calendar at multiple locations has been a challenge but the process is moving forward. She reported that they are looking into doing more family programs where all members of the family can attend. This requires collaboration by all departments. The Newsletter will be delivered next week and there will be an added section of all offsite programs. In some cases, departments are running in person and virtual programs. National Night Out is August 2<sup>nd</sup> and is well into the planning. The Assistant Director reported she anticipates over six hundred people and more than thirty community groups to attend. If the board is available please stop by behind Woodhull Elementary.

**ASSISTANT  
DIRECTOR'S  
REPORT**

In addition to a written report, the Business Manager reported that the office is involved in the financial and workers compensation audits. He reported that July 1<sup>st</sup> is a new year and there are new rates of pay and retro payments being calculated and incorporated into the payroll system. The office space is working out in the trailer and David Prevete has been extremely helpful in getting everything set up.

**BUSINESS  
MANAGER'S  
REPORT**

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

**PERSONNEL  
CHANGES**

Motion by Gross, second by Dubois, to adopt the Library Board Meeting Calendar for Fiscal Year 2022-2023 as presented (or amended). Carried 5-0.

## **LIBRARY CALENDARS**

Motion by Furnari, second by Gross, to adopt the Library Holiday Calendar for Calendar Year 2023 as presented (or amended). Carried 5-0.

### **Moriches Annex:**

## **AWARDING OF CONTRACTS**

Motion by Marks, second by Dubois, to award Contract #09-9.400 for flooring at Moriches to Milburn Flooring as per NYS OGS contract #PC 69412 for a not to exceed amount of \$32,205.00. Carried 5-0.

Motion by Gross, second by Marks, to award Contract #09-9.200 for painting at Moriches to New York Painters Contracting Group for a not to exceed amount of \$34,500.00. Carried 5-0.

### **Main Library:**

Motion by Dubois, second by Furnari, to award Contract #01-1.023 for temporary sanitary facilities at the Main Library to Call-a-Head for a not to exceed amount of \$12,500.00. Carried 5-0.

Motion by Furnari, second by Dubois, to approve the Board of Trustees, Director, Assistant Director, Department Heads and/or designated staff to attend the William Floyd Scholarship Golf Tournament on August 15, 2022 at the Bellport Country Club at a dinner only cost of \$100.00 per person and to take a Breakfast Sponsorship in the amount of \$250.00. Carried 5-0.

## **COMMUNITY EVENTS**

Motion by Gross, second by Furnari, to approve the Board of Trustees, Director, Assistant Director, Department Heads and/or designated staff to attend the Colonial Youth & Family Services Golf Outing on August 29, 2022 at the Swan Lake Country Club at a dinner only cost of \$100.00 per person and to take a full-page journal ad in the amount of \$250.00. Carried 4-0. (1 Abstain)

Motion by Gross, second by Furnari, to approve the attendance of the trustees, director, assistant director, department heads, and/or designated staff at attend the Internet Librarian Conference from

## **CONTINUING EDUCATION**

October 17th-20<sup>th</sup> in Monterey, California at a cost not to exceed \$4,000 per person. Carried 5-0.

Motion by Furnari, second by Marks, to adjourn the meeting at 8:28 pm. **ADJOURNMENT**  
Carried 5-0.

Respectfully submitted by,

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Madeline Stirber, Secretary