

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY

MINUTES OF NOVEMBER 28, 2022 BOARD MEETING
MASTIC RECREATION CENTER

Trustee Maiorana called the meeting to order at 7:00 pm.

CALL TO ORDER

PERIOD OF PUBLIC EXPRESSION

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

PRESENT

Motion by Marks, second by Dubois, to accept the minutes of the October 24, 2022 meeting of the Board of Trustees. Carried 5-0.

**APPROVAL OF
MINUTES**

Motion by Furnari, second by Marks, to accept the minutes of the November 7, 2022 special meeting of the Board of Trustees. Carried 5-0.

Motion by Dubois, second by Gross, to approve the following Operating Fund Schedule of Claims dated November 28, 2022. Carried 5-0.

**SCHEDULE OF
CLAIMS**

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

**FINANCIAL
REPORTS**

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

The Director began her report informing the Board that she is spending most of her time coordinating the opening of the two branches. She stated that we are waiting for sprinkler heads so there will not be an opening in December. There is a possibility that the building can be open for staff. Ms. Rosalia explained that we are posting for jobs but having little to no response. Our starting salaries are not attracting applicants. She is working with CSEA on new starting salaries. There is a Friends of the Library Meeting scheduled tomorrow and the focus is to gather all the corporate documents necessary to open the bank account. Ms. Rosalia is hoping to include Friends of the Library in the grand opening events to attract more help and to get the word out. She reported that the digitization project is delayed at this time. Lastly she informed the Board the agreement with Herkimer has been extended one more year to accommodate the temporary services.

DIRECTOR'S REPORT

The Assistant Director reported that she has been working with Department Heads on job postings and new hire interviews. She has also been working on the information in the Newsletter and is using it as a primary source of information on library building projects and process.

ASSISTANT DIRECTOR'S REPORT

The Business Manager reported that he has been working directly with Al Coster of Baldessari & Coster LLP on completing the annual audit. The warrant claims are higher than usual this month due to our annual NYSLRS contribution as well as a scheduled debt service payment.

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 Marks, second by Gross, to approve the agreement with ABC Mouse through a coordinated order with the Suffolk Cooperative Library System at an annual cost not to exceed \$1,980.07. Carried 5-0.

CONTRACTS / RENEWALS

Motion by Furnari, second by Marks, to approve the agreement with Townline Security Systems for fire alarm system monitoring at the Mastic Beach Branch at a cost of \$39.99 per month. Carried 5-0.

Motion by Furnari, second by Marks, to approve the agreement with Townline Security Systems for fire alarm system monitoring at the Moriches Branch at a cost of \$39.99 per month. Carried 5-0.

Main Library

Motion by Dubois, second by Gross, to award the concrete contract 03-100-0 to A.M. Marca, Inc. in the total amount of \$253,000.00. Carried 5-0.

**AWARDING OF
BIDS**

Motion by Gross, second by Furnari, to award the I/A sanitary waste treatment system & removals contract 33-300-5 to CMM Sitework, Inc. in the total amount of \$256,620.00. Carried 5-0.

Motion by Dubois, second by Furnari, to approve the proposed FY 21-22 audited financial statements as prepared by Baldessari & Coster, LLP. Carried 5-0.

**FYE JUNE 30, 2022
AUDIT REPORT**

Motion by Gross, second by Dubois, to approve the petty cash policy of the Mastics-Moriches-Shirley Community Library as presented. Carried 5-0.

POLICY

Motion by Dubois, second by Furnari, to move into Executive Session at 7:45 pm to discuss a contractual matter. Carried 5-0.

**EXECUTIVE
SESSION**

Motion by Gross, second by Dubois, to award the Operable Folding Glass Partitions contracts for the Moriches Branch and the Mastic Beach Annex to TG Elliot Group Inc. in the total amount of \$203,900 and \$151,235, respectively. Carried 3-2.

CONTRACTS

Motion by Dubois, second by Gross, to leave Executive Session at 8:45 pm. Carried 5-0.

ADJOURNMENT

Motion by Furnari, second by Dubois, to adjourn the meeting at 8:45 pm. Carried 5-0.

Respectfully submitted by,

Madeline Stirber

Madeline Stirber, Secretary