

**MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY
(MASTIC RECREATION CENTER)**

MINUTES OF FEBRUARY 27, 2023 BOARD MEETING

Trustee Maiorana called the meeting to order at 7:01 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. Rick Wiedersum of H2M Architects, Chris Barletta from Sandpebble and Mark Grossman attended as guests. Victor Canseco from Sandpebble attended via teleconference.

PRESENT

Motion by Furnari, second by Dubois, to accept the minutes of the January 23, 2023 meeting of the Board of Trustees. Carried 5-0.

**APPROVAL OF
MINUTES**

Motion by Gross, second by Dubois, to accept the minutes of the January 30, 2023 special meeting of the Board of Trustees. Carried 5-0.

Motion by Marks, second by Dubois, to approve the following Operating Fund Schedule of Claims dated February 27, 2023. Carried 5-0.

**SCHEDULE OF
CLAIMS**

Motion by Furnari, second by Marks, to approve the Operating Financial Report for January 2023. Carried 5-0.

FINANCIAL REPORTS

Motion by Gross, second by Dubois, to approve the Capital Fund Financial Report for January 2023. Carried 5-0.

The Director reported that the Mastic Beach Branch has been open for more than a month and hundreds of new library cards have been issued and new patrons are enjoying the new location. She also informed the Trustees, that we are working on how to report

DIRECTOR'S REPORT

statistics regarding materials borrowed and programs attended by specific locations. We are hoping to be able to report that data by the next board meeting. That will help us see attendance of programs and determine staffing needs by location. Ms. Rosalia then reported that we have received the Certificate of Occupancy for the Moriches Branch. We are working on land division issues with the business office of the William Floyd School District, the attorneys and all parties involved. The Director informed the Board that on the agenda there is an easement agreement that will need to be approved. The District has requested that we plant privacy trees and we are hoping to plant them in the Spring. Once the easement is adopted the paperwork will be expedited through Jim Mazarella and the Suffolk County Clerk's Office. The newest newsletter was mailed to patrons and on the cover is a building update, together with information about the upcoming budget vote and trustee election. The Director also informed the Board that there is a motion on the agenda regarding the tax cap. Due to the debt service on the bond we will exceed the 2% tax cap. Ms. Rosalia informed the Board that she met Jim Mazarella and representatives from the County at the Moriches Branch to give them a tour. At that time, she thanked them for the Innovative Alternative (Septic System) grant we received. We are hoping that the weather will cooperate tomorrow for Library Advocacy Day in Albany and Trustee Joe Furnari will have the opportunity to get a photo with the New York State Representatives responsible for the grant. Lastly the Director discussed that we are still facing challenges attracting employees for the new branches and people are not applying. We are working on gathering salary information to see if our starting salaries are competitive.

The Assistant Director informed the Board that she has been working on the upcoming Budget Vote and Trustee Election. She has been preparing and filing the proper paperwork, preparing the legal notice, as well as a Spanish translation of all documents, and working on arranging to have election workers for that day. The petitions are due back March 6th and the absentee ballots will be available shortly. Ms. D'Amato reported that she is working diligently on updating the safety manual and evacuation procedures. Lastly, she informed the Board that she is working on the April Newsletter and plans to mail two weeks early. It will include building updates and budget information.

**ASSISTANT
DIRECTOR'S REPORT**

The Business Manager informed the Trustees that he has spent a substantial amount of time working on the Annual Report for Public Libraries. This report is submitted annually. Mr. Nowak reported we are again working on preparing to report to the New York State Comptroller any unclaimed funds pursuant to the New York Abandoned Property Law. The Business Manager informed the Board that he recently attended a webinar for the New York State Deferred Compensation Plan which provided an update regarding this important staff benefit. Mr. Nowak reported that last week we had a successful bid opening and that the awarding of the bids is on the agenda tonight. He informed the Trustees that the Mastic Beach electric vehicle charging station is now operational and accessible to patrons using online app. Mr. Nowak reported that Townline Security Systems was at Mastic Beach completing the installation and connection of the burglar alarm system. Now that it is complete, we will look to discontinue the overnight security service. Lastly, as of the end of January, we have received approximately 50% of our property tax levy.

BUSINESS MANAGER

1. Unitech Services Group

Motion by Dubois, second by Gross, to approve the agreement with Unitech Services Group for the removal of the existing roof edge of the Main Library for the total amount of \$22,271.05. Carried 5-0.

CONTRACTS/ RENEWALS

2. More Consulting Corp.

Motion by Gross, second by Dubois, to award contract #07-5-300 to More Consulting Corp. for removal / replacement of roofing at the Main Library at a Suffolk County Contract cost of \$945,492.82. Carried 5-0.

3. National Construction Rentals

Motion by Furnari, second by Marks, to approve the agreement with National Construction Rentals for repairs to the existing temporary fencing at the Main Library for the total amount of \$5,609.25. Carried 5-0.

4. H2M Architects + Engineers

Motion by Dubois, second by Furnari, to approve the agreement with H2M Architects + Engineers for additional professional civil design services required at the Main Library for the total amount of \$53,900.00. Carried 5-0.

Motion by Gross, second by Marks, that the Board of Trustees of the Mastics-Moriches-Shirley Community Library adopt a budget exceeding the State established Tax Cap 2% increase for the 2023-24 fiscal year by a 60% majority vote of the sitting Trustees. Carried 5-0.

**PROPERTY TAX CAP
– FISCAL YEAR
ENDING 2024**

Main Library

AWARDING OF BIDS

1. Rough & Exterior Carpentry

Motion by Dubois, second by Furnari, to award Contract 06-1-050 to Preferred Construction, Inc. at the Main Library Project for the total amount of \$894,000.00 (Base bid), with the option to accept additional alternates at a later date. Carried 5-0.

2. Aluminum Entrances, Storefront & Glazing

Motion by Furnari, second by Gross, to award Contract 08-4-113 to Arrow Steel Window Corp. at the Main Library Project for the total amount of \$798,000.00 (Base bid), with the option to accept additional alternates at a later date. Carried 5-0.

3. Drywall, Insulation & Acoustics

Motion by Marks, second by Dubois, to award Contract 09-2-050 to Ashlar Contracting at the Main Library Project for the total amount of \$1,519,700.00 (Base bid: \$1,475,000 plus alternate add #1: \$32,400, plus alternate add #17: \$12,300), with the option to accept additional alternates at a later date. Carried 5-0.

Motion by Dubois, second by Gross, to accept the 2022 New York State Annual Report for Public and Association Libraries as presented by Director Rosalia. Carried 5-0.

**NYS ANNUAL
REPORT FOR PUBLIC
LIBRARIES – 2022**

Motion by Gross, second by Dubois, to approve the access agreement with the William Floyd School District for the Moriches property. Carried 5-0.

**ACCESS
AGREEMENT**

Motion by Furnari, second by Dubois, to move into Executive Session at 7:29 pm to discuss a CSEA contractual matter. Carried 5-0.

EXECUTIVE SESSION

Motion by Gross, second by Dubois, to leave Executive Session at 8:51 pm. Carried 5-0.

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

**(Originally Tabled)
PERSONNEL
CHANGES**

Motion by Furnari, second by Marks, to adjourn the meeting at 8:52 pm. Carried 5-0.

ADJOURNMENT

Respectfully submitted by,

Madeline Stirber

Madeline Stirber, Secretary