

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

MINUTES OF JULY 24, 2023 BOARD MEETING

Trustee Maiorana called the meeting to order at 7:18 pm.

CALL TO ORDER

PERIOD OF PUBLIC EXPRESSION

Present were Trustees Maiorana, Dubois, Marks and Furnari, Director Rosalia, Assistant Director D'Amato, Business Manager Nowak and Secretary Stirber. Mark Grossman attended as a guest. Victor Canseco from Sandpebble attended via teleconference.

PRESENT

Motion by Dubois, second by Furnari, to accept the minutes of the June 26, 2023 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 July 24, 2023. Carried 4-0.

**SCHEDULE OF
CLAIMS**

The Director reported that this is the second month that she was able to report statistics by location. She is happy to report that in addition to patrons borrowing items and attending programs that they are finding new ways to use the space at the branches. A sewing/quilting group is meeting weekly at Moriches and parents and children are meeting at the Mastic Beach. It's exciting to see the innovative ways patrons are using the library. Ms. Rosalia reported that Mastic Beach is busier in part because it is in the neighborhood and walkable. She is pleased to see the creative ways the departments are bringing in people to see and use the space. The Director reported that she is working with Sandpebble on finalizing a few items at the branches and they are making a few improvements. Work is being done to add electrical outlets and handle other electrical issues. The HVAC company is working on adjusting settings and getting the proper temperatures where they need to be. The Director reported that they are working on putting gates at the Moriches branch to allow for pedestrian entry at large events where people are parking toward the

**DIRECTOR'S
REPORT**

school. In addition, the gates will help when large equipment needs to be dropped off before an outdoor event. In addition, Ms. Rosalia reported that she is working on the grant work and she is excited to see potentially all that we qualify for. Next the Director reported that she has been working on keeping information on the new building up to date with new photos and communicating where we are as far as new developments. In addition, she is working with Mark Grossman on providing accurate information to media outlets. There were positive articles in the Advance and Newsday recently. Ms. Rosalia reported that she has been meeting with department heads and working on evaluating department plans and goals. Now that there will be three buildings there will need to be new plans and services. We will be putting together focus groups that will develop plans for what we will need once the buildings are all open. The Board will be involved in this part of the process once it is organized. One of the areas that is significant and that Ms. D'Amato has been working on is updating our demographics and organizing data by area.

The Assistant Director informed the board that looking at the statistics and the regular patterns that are developing she is happy to report that attendance at Moriches is improving and that use of the space is increasing. The Summer Reading Club is off to a great start. She is excited to see the amazing response of adults, teens and children joining the Summer Reading Club and how they are all becoming engaged at the new branches both reading and attending programs. She would like to give a shout out to the department heads for an amazing launch this year. The outside programs are very successful and over 100 patrons attended the Beatles tribute band this past Thursday. The next event will have a country music band which will hopefully attract a different group to see and use the library. In addition, future events are being developed and one event that she is excited to report about is a Renaissance Fair that will be held in late September.

**ASSISTANT
DIRECTOR**

The Business Manager reported that the Worker's Compensation Audit is complete and the results were positive. In addition., Mr. Nowak reported that the financial audit has begun and the audit confirmation letters were mailed last week. He reported that July 1 began a new fiscal year and all salary adjustments for staff are complete. He informed the board that he is communicating with the Retirement System and our payroll company to move to the enhanced reporting method. Paychex is now on the certified list to convert to this method of reporting. Mr. Nowak reported that he has been involved in working on controlling the HVAC issues. The humidity is a major issue but has caused no damage to date. Lastly, Mr. Nowak reported that there has been an uptick in COVID cases and we are following the CDC protocols for employees that are out.

**BUSINESS
MANAGER**

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

**PERSONNEL
CHANGES**

Motion by Dubois, second by Marks, to adopt the Library Board Meeting Calendar for Fiscal Year 2023-2024 as presented (or amended). Carried 4-0.

**LIBRARY
CALENDARS**

Motion by Dubois, second by Marks, to adopt the Library Holiday Calendar for Calendar Year 2024 as presented (or amended). Carried 4-0.

Motion by Dubois, second by Furnari, to approve the agreement with Reading House LLC for a one-year subscription to new book alerts and author check service at a cost of \$3,000.00. Carried 4-0.

**CONTRACTS/
RENEWALS**

1. William Floyd Scholarship Golf Tournament (25th Annual)

**COMMUNITY
EVENTS**

Motion by Dubois, second by Marks, 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 14, 2023 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 4-0.

2. Caitlyn's Vision

Motion by Dubois, second by Furnari, to approve the Board of Trustees, Director, Assistant Director, Department Heads and/or designated staff to attend the Gala Dinner and Silent Auction on August 23, 2023 at Giorgio's Baiting Hollow at a cost of \$125.00 per person. Carried 4-0.

Motion by Furnari, second by Marks, to adopt the Cricut Maker use policy as presented. Carried 4-0.

POLICY

Motion by Dubois, second by Furnari, to move into Executive Session at 7:44 pm to discuss contractual issues and a personnel matter related to an individual employee and a contractual matter. Carried 4-0.

**EXECUTIVE
SESSION**

Motion by Marks, second by Dubois, to leave Executive Session at 9:05 pm. Carried 4-0.

Motion by Furnari, second by Marks, to designate the Long Island Advance and South Shore Press as the newspapers which will carry required legal notices of the Mastics-Moriches-Shirley Community Library. Carried 3 Yes; 1 Abstaining.

Motion by Marks, second by Furnari, to adjourn the meeting at 9:06 pm. Carried 4-0.

ADJOURNMENT

Respectfully submitted by,

Madeline Stirber

Madeline Stirber, Secretary