

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY
MINUTES OF JULY 24, 2023 ORGANIZATIONAL MEETING

Trustee Maiorana called the organizational meeting to order at 7:03 pm. **CALL TO ORDER**

Present were Trustees Maiorana, Dubois, Furnari and Marks, 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 Maiorana, second by Dubois, to appoint Joseph Maiorana as President. Carried 4-0. **APPOINTMENT OF OFFICERS**

Motion by Dubois, second by Maiorana, to appoint Wendy Gross as Vice President. Carried 4-0.

Motion by Furnari, second by Maiorana, to appoint Michael Dubois as Clerk. Carried 4-0.

Motion by Furnari, second by Dubois, to appoint Lorraine Squires as Treasurer. Carried 4-0. **APPOINTMENTS**

Motion by Dubois, second by Furnari, to appoint Kerrilynn Jorgensen as Assistant Treasurer. Carried 4-0.

Motion by Furnari, second by Dubois, to appoint Joseph Schiano as Claims Auditor of the Mastics-Moriches-Shirley Community Library at a fee of \$6,000.00 per annum. Carried 4-0. **CLAIM’S AUDITOR**

Motion by Marks, second by Furnari, 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 4-0. **ATTORNEY'S**

Motion by Dubois, second by Marks, to appoint Lamb & Barnosky LLP as labor legal counsel for the Mastics-Moriches-Shirley Community Library, at a monthly retainer of approximately \$2,500.00. Carried 4-0.

Motion by Dubois, second by Marks, to appoint Baldessari & Coster LLP as the accounting firm for the Mastics-Moriches-Shirley Community Library at an annual fee of approximately \$24,000.00. 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 4-0. **ACCOUNTANT**

Motion by Marks, second by Dubois, to appoint Joseph P. Price Cook Maran Agency as the Mastics-Moriches-Shirley Community Library's Insurance Agent. Carried 4-0. **INSURANCE AGENT**

Motion by Furnari, second by Marks, to appoint Chris Nowak as Records Management Officer. Carried 4-0. **RECORDS MANAGEMENT**

Motion by Dubois, second by Furnari, to appoint Kerri Rosalia as the Custodian of Public Records and Freedom of Information Officer. Carried 4-0. **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**

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 4-0.

DEPOSITORIES

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

**LIBRARY
INVESTMENTS**

Motion by Dubois, second by Furnari, to table the designation of the newspapers which will carry required legal notices of the Mastics-Moriches-Shirley Community Library. Carried 4-0.

**OFFICIAL
NEWSPAPERS**

Motion by Dubois, second by Furnari, that the annual budget vote and trustee election will be held on Tuesday April 2, 2024. Carried 4-0.

**ANNUAL BUDGET
VOTE AND
TRUSTEE
ELECTION**

Motion by Dubois, second by Furnari, that petty cash funds be established as follows for FY 2023-2024:

PETTY CASH FUNDS

DEPARTMENT CUSTODIAN AMOUNT

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

Carried 4-0.

Motion by Marks, 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 4-0.

FRIENDS OF THE ARTS EXECUTIVE DIRECTOR

Motion by Dubois, second by Marks, to reappoint the following as members of the Steering Committee of the Mastics-Moriches-Shirley Community Library Friends of the Arts, Inc. for FY 23-24: Michael Cordaro, Cynthia Sciacca and James Evans. Carried 4-0.

FRIENDS OF THE ARTS STEERING COMMITTEE

Motion by Furnari, second by Marks, to appoint Lindsay Davis as the Executive Director of the Community Family Literacy Project. Inc., at no fee. Carried 4-0.

FAMILY LITERACY PROJECT EXECUTIVE DIRECTOR

Motion by Dubois, second by Marks, to appoint the following as members of the Steering Committee of the Community Family Literacy Project for FY 2023 - 2024: Diana Davies, Michele DelMonte, Anne Marie Hofmann, Luz Gonzalez, Assemblyman Fred Thiele, Jr, and James Mazarella. Carried 4-0.

FAMILY LITERACY PROJECT STEERING COMITTEE

Motion by Furnari, second by Marks, 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 4-0. **UNEMPLOYMENT INSURANCE ACCOUNT**

Motion by Dubois, second by Marks, to maintain a reserve fund in the amount of \$500,000.00 for the Mastics-Moriches-Shirley Community Library to pay vacation and sick pay to resignees/retirees, if necessary. Carried 4-0. **VACATION AND SICK PAY ACCOUNT**

Motion by Dubois, second by Marks, to adjourn the organizational meeting at 7:16 pm. Carried 4-0. **ADJOURNMENT**

Respectfully submitted by,

Madeline Stirber, Secretary