

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

MINUTES OF NOVEMBER 27, 2023 BOARD MEETING

Trustee Maiorana called the meeting to order at 7:01 pm.

CALL TO ORDER

Present were Trustees Maiorana, Gross, Dubois and Furnari, Director Rosalia, Assistant Director D’Amato, Business Manager Nowak and Secretary Stirber. Mark Grossman and Chris Barletta from Sandpebble attended as guests.

PRESENT

PERIOD OF PUBLIC EXPRESSION

Motion by Furnari, second by Gross, to accept the minutes of the October 30, 2023 regular meeting of the Board of Trustees. Carried 4-0.

**APPROVAL OF
MINUTES**

Motion by Dubois, second by Gross, to approve the following Operating Fund Schedule of Claims dated November 27, 2023. Carried 4-0.

**SCHEDULE OF
CLAIMS**

Motion by Furnari, second by Dubois, to approve the Operating Financial Report for October 2023. Carried 4-0.

**FINANCIAL
REPORTS**

Motion by Gross, second by Furnari, to approve the Capital Fund Financial Report for October 2023. Carried 4-0.

The Director reported an update on the building project. Work is moving along with the installation of the window frames and glass. The exterior doors will be installed and the siding and trim will be completed around the outside of the building. The interior is being framed and flooring bids have been awarded. Ms. Rosalia informed the board that we are working with a safety consultant to conduct staff drills and set procedures on how to handle emergency situations. The trainer is the same person who we worked with at the main building. The Director reported to the Board that she is

DIRECTOR

continuing to work with department heads on their strategic plans for next year and for fiscal year 2024-2025. We will be operating three buildings and will be developing a library wide plan. The Director confirmed that we have been awarded a grant in the amount of \$1,000,000 for the outdoor space across from 369 Neighborhood Road. We are working on arranging a photo opportunity and press release for the January Newsletter. Ms. Rosalia reported that patrons and staff raised concerns about a smell of mold near the staff area at the Moriches Branch. Enviroscience came in and tested the air in the building and it came back that everything is acceptable. The custodians have also been instructed to pay attention to the area as well.

The Assistant Director reported that the public service outreach events have been very successful. A perfect example is that more than 607 people attended the pumpkin patch event for families. In addition, “The Haunted Library” our first inside event at Moriches was a huge success with trick or treating throughout the library. The Renaissance Faire was an incredible event even though working with a rain date. All departments worked together to organize this fun event with demonstrations, displays and vendors. The teens are excited about the new clubs being held both at the branches and at the middle school. The Chamber of Commerce held the tree lighting this year at the Kohl’s shopping center with hot chocolate and crafts. Ms. D’Amato reported that she is investigating selling the piano and purchasing a digital piano for future performances at the main building once we reopen.

**ASSISTANT
DIRECTOR**

Mr. Nowak was happy to report that the auditors are here doing their field work for the audit and will be here for the balance of the week. The Business Manager reported that approximately \$460,000 went to William Floyd School District as a debt service payment for the Bonds. In addition, Mr. Nowak reported that the Suffolk County Department of Economic Development and Planning has received all of our paperwork for the IA Grant and we are waiting to hear on what are our next steps are. The approximate amount of the grant is \$168,000. The Business Manager reported that we are working on obtaining service contracts for the generators and the HVAC systems. He informed the Board that we are having waste and drainage issues at the Mastic Beach Branch. The original drain at Mastic Beach needs to be re-pitched and the pipe connection replaced so there will be less snaking. In addition, at Mastic Beach one of the storm drains in the parking lot needs to be replaced. We have contacted a company to repair/replace the drain and, in the

**BUSINESS
MANAGER**

meantime, we have set up a detour to be able to navigate the area safely.

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

**PERSONNEL
CHANGES**

1. ABC Mouse

**CONTRACTS/
RENEWALS**

Motion by Gross, second by Dubois, to approve the agreement with ABC Mouse through a coordinated order with the Suffolk Cooperative Library System at an annual cost not to exceed \$1,563.21. Carried 4-0.

2. Townline Security Systems

Motion by Dubois, second by Furnari, to approve the agreement with Townline Security Systems for fire alarm system inspection at the Mastic Beach Branch at a cost of \$1,500.00 per service visit. Carried 4-0.

Motion by Gross, second by Dubois, to approve the agreement with Townline Security Systems for fire alarm system inspection at the Moriches Branch at a cost of \$1,500.00 per service visit. Carried 4-0.

3. W.B. Mason Co., Inc.

Motion by Gross, second by Dubois, to approve the agreement with W.B. Mason Co., Inc. for the delivery and installation of cabinetry for the main library at a cost of \$37,000.00. Carried 4-0.

4. Library Market

Motion by Gross, second by Furnari, to approve the agreement with Library Market for program calendar installation, integration and configuration at a cost of \$5,000.00. Carried 4-0.

5. The Griffin Group Global

Motion by Dubois, second by Furnari, to approve the agreement with

The Griffin Group for consulting and safety & security training for all library staff over the course of four quarters at a cost not to exceed \$6,300.00. Carried 4-0.

Motion by Gross, second by Dubois, to award the painting contract 09-9-100 to Roebell Painters Co., Inc. in the total amount of \$128,800.00. Carried 4-0.

**AWARDING OF
BIDS**

Motion by Furnari, second by Gross, to approve the proposed SCLS 2024 annual budget, of which \$78,750.00 will be paid for contracted services by the Mastics-Moriches-Shirley Community Library. Carried 4-0.

**SUFFOLK
COOPERATIVE
LIBRARY SYSTEM
(SCLS) 2024 BUDGET
BALLOT**

Motion by Furnari, second by Dubois, to move into Executive Session at 7:24 pm pm to discuss a contractual issue. Carried 4-0.

**EXECUTIVE
SESSION**

Motion by Dubois, second by Furnari, to leave Executive Session at 8:00 pm. Carried 4-0.

Motion by Dubois, second by Gross, to adjourn the meeting at 8:00 pm. Carried 4-0.

ADJOURNMENT

Respectfully submitted by,

Madeline Stirber

Madeline Stirber, Secretary