

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

**MINUTES OF DECEMBER 18, 2023 BOARD MEETING**

Trustee Gross called the meeting to order at 7:03 pm.

**CALL TO ORDER**

Present were Trustees Gross, Dubois and Furnari, Director Rosalia, Assistant Director D'Amato, Business Manager Nowak and Secretary Stirber.

**PRESENT**

**PERIOD OF PUBLIC EXPRESSION**

Motion by Dubois, second by Furnari, to accept the minutes of the November 27, 2023 regular meeting of the Board of Trustees. Carried 3-0.

**APPROVAL OF  
MINUTES**

Motion by Furnari, second by Dubois, to approve the following Operating Fund Schedule of Claims dated December 18, 2023. Carried 3-0.

**SCHEDULE OF  
CLAIMS**

Motion by Furnari, second by Dubois, to approve the Operating Financial Report for November 2023. Carried 3-0.

**FINANCIAL  
REPORTS**

Motion by Furnari, second by Dubois, to approve the Capital Fund Financial Report for November 2023. Carried 3-0.

Ms. Rosalia took a moment to thank the Trustees for the recent staff event that took place at Herkimer. The Director also thanked Kathi Bertos for her help with organizing the event. She reported that although the event was well attended they will be surveying staff to see if holding the event in January next year would insure that all staff can attend. The Director reported that she recently met with representatives from the Beechwood organization to coordinate efforts for the park space located across the street from the Neighborhood Road branch. We have a contract with the Town of Brookhaven for \$1,000,000 to improve and develop that property. Beechwood provided copies of a conceptual plan and mentioned that

**DIRECTOR**

they would like to be involved with details such as choosing the stone color and lighting. We are going to discuss this plan with H2M. Beechwood did mention that they are two years away from finalizing their plans and 2-10 years from actual construction. The Director informed the Trustees that the budget vote date in April is the same date as a presidential primary. Tara will be reporting more on this matter but it is something that should be discussed tonight. Ms. Rosalia reported that Mark Grossman is trying to set up a tour of the main building with our elected officials, and at that time would like to take a photo for the grant that has been allocated to the library. It would be a nice opportunity for the Trustees to see the progress on the main building. The tour will take place sometime during the first two weeks of January. Department heads have been working on their budgets and the timeline to complete this process has been moved so that the budget is available in January. The Director informed the Board that she recently met with A+ and Dave Belmonte. The Director provided an update of the main building. The walls in the front of the main building have no windows and can be designated a video wall if pricing is appropriate. News, local art history and program details for the current day can displayed and be very eye catching. The Director is hoping that the pricing is achievable. The Department Heads are working on furniture plans. Unfortunately, there was no toddler furniture in the design for the Children's Department so they are back to square one. Ms. Rosalia continued with her report informing the board that Lorraine Squires has been working on policy revisions (library cards, meeting rooms and account information). These are included in tonight's meeting packet and the trustees can either review for a while or approve. Finally, the Director reported that the Trustees are required to take two hours of training each year. It can be at a conference they attended, a SCLS event or on-line training. If they need more information on this they can reach out for website information and log on info.

The Assistant Director reported that the New York State Presidential Primary will be held April 2<sup>nd</sup>. As was mentioned earlier in the meeting that is the date we chose for the budget vote. Unfortunately, there will be no guarantee that voting machines and election workers would be available that day. It is probably in our best interests to change the date to later in April. If we want to stay with the original date another option would be to go to paper ballots. The Board of Elections requested that we call after New Year's with any changes.

**ASSISTANT  
DIRECTOR**

The Business Manager reported that we are wrapping up benefits open enrollment and updating new amounts on our medical insurance and flexible spending plans. In addition, we have completed the renewal inter-municipal agreement with the Town of Brookhaven for the premises at Herkimer for one more year. Mr. Nowak reported that our labor attorney has decided to leave Lamb & Barnosky and will be joining a new firm. He would like to continue to represent us at our existing rate. The Business Manager reported that Steve Burg and Kathi Bertos have been working diligently on the Push to Talk contract. These are cellular units that will allow us to communicate wirelessly similar to walkie talkies. Mr. Nowak reported that we are working on all year end payroll calculations, including the part-time holiday bonus and longevity awards acknowledging 5-year anniversaries. In addition, the 1099's are being worked on. Mr. Nowak reported that we recently spoke again with the New York State Employee Retirement System and we are another step closer to enhanced reporting. Baldessari & Coster completed their field work and we are now working on post field work punch list. We expect them to do a presentation at the February Board Meeting and it appears we will get a report similar to last year.

**BUSINESS  
MANAGER**

Motion by Dubois, second by Furnari, to approve the CS-150 report with the Director's recommended personnel changes. Carried 3-0.

**PERSONNEL  
CHANGES**

1. Library Ideas, LLC (Freegal Music)

**CONTRACTS/  
RENEWALS**

Motion by Furnari, second by Dubois, to approve the subscription renewal with Library Ideas, LLC at an annual cost of \$11,638.00. Carried 3-0.

2. Peconic Solutions

Motion by Dubois, second by Furnari, to approve the Project Development & Funding Proposal with Peconic Solutions at a cost of \$10,000.00. Carried 3-0.

3. USI Consulting Group

Motion by Furnari, second by Dubois, to approve the agreement USI Consulting Group (SCLS) at a cost of \$1,925.00 per valuation and \$365.00 per disclosure update. Carried 3-0.

4. FIRST Net

Motion by Dubois, second by Furnari, to approve the agreement with FirstNet ATT, under New York State Office of General Services Contract #85673511, at a cost of \$22.50 per month/per unit for ‘Push to Talk’ wireless services. Carried 3-0.

- 1. Public Library Association 2024 Conference  
<http://www.placonference.org>

**CONTINUING  
EDUCATION**

Motion by Furnari, second by Dubois, to approve the Board, Director, Assistant Director, Department Heads and/or designated staff to attend the Public Library Association 2024 Conference to be held April 3rd —April 5th, 2024 in Columbus, OH at a cost not to exceed \$2,500 per person. Carried 3-0.

Motion by Dubois, second by Furnari, to ratify the Board, Director, Assistant Director, Department Heads and/or designated staff’s attendance at The Mastics and Shirley Chamber of Commerce 2023 Installation of Officers Dinner at La Buena Vida Restaurant on December 14, 2023 at a cost of \$25.00 for members and \$35 for nonmembers. Carried 3-0.

**COMMUNITY  
EVENT**

Motion by Furnari, second by Dubois, to table the adoption of the policies presented at the meeting until next month. Carried 3-0.

**POLICIES**

Motion by Dubois, second by Furnari, to move into Executive Session at 7:42 pm to discuss a contractual issue. Carried 3-0.

**EXECUTIVE  
SESSION**

Motion by Dubois, second by Furnari, to leave Executive Session at 8:09 pm. Carried 3-0.

Motion by Dubois, second by Furnari, to appoint Chris Ricciardi as a trustee of the Mastics-Moriches-Shirley Community Library through June 30, 2024. Carried 3-0.

Motion by Furnari, second by Dubois, to adjourn the meeting at 8:10 **ADJOURNMENT**  
pm. Carried 3-0.

Respectfully submitted by,

Madeline Stirber

Madeline Stirber, Secretary