

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

MINUTES OF JANUARY 22, 2024 BOARD MEETING

Trustee Maiorana called the meeting to order at 7:11 pm.

CALL TO ORDER

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

PRESENT

PERIOD OF PUBLIC EXPRESSION

Motion by Gross, second by Dubois, to accept the minutes of the December 18, 2023 regular meeting of the Board of Trustees. Carried 5-0.

**APPROVAL OF
MINUTES**

Motion by Furnari, second by Dubois, to approve the following Operating Fund Schedule of Claims dated January 22, 2024. Carried 5-0.

**SCHEDULE OF
CLAIMS**

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

**FINANCIAL
REPORTS**

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

Ms. Rosalia reported that in addition to her written report she would like to welcome Chris Ricciardi to the meeting. She asked the department heads to take a moment to introduce themselves. In addition, she mentioned that she would like to arrange a staff meeting to introduce Mr. Ricciardi to the rest of the staff in the near future. The Director then continued with her report informing the board that we are in the process of updating the library webpage and organizing social media blasts detailing the timeline for the upcoming budget

DIRECTOR

vote. She reported that there is a new law to allow early voting for schools and libraries this year. The lawyers are aware and there is District Clerk training to insure we comply. The first legal notice will be published on February 14th before voting begins. The newsletter was mailed on Friday outlining the information and the timeline.

The Assistant Director reported that our annual budget vote is April 2, 2024. Ms. D'Amato explained because the presidential primary is also taking place on that day no voting machines will be available and as a result we will be using paper ballots. We will designate what is early voting, absentee voting and day of voting by using different color ballots. This will keep the ballots clearly separated. The Assistant Director clarified a few key dates starting with petitions for nominating a trustee will be available starting February 6th and are due March 4th. Any person interested in running as a trustee will need the petition to be signed by a minimum of twenty-five registered voters of our district. The absentee ballots will be available starting February 14th. The application and form of petition will be available on our web page.

**ASSISTANT
DIRECTOR**

Mr. Nowak reported that we once again had a busy month. The final distribution of W-2's will take place this week and the 1099's for our independent contractors went out in the mail last week. The 1095 insurance reporting statements should be completed in the next couple of weeks. The Business Manager reported that his focus is now working on the budget and preparing for the vote. The bid posting for the signage for the main building began this week and the bids will be opened on February 8th. Mr. Nowak reported that there are a few issues going on with the facilities. There is a challenge with the heat at the Moriches branch and they are currently troubleshooting to try and solve the problem. The first snow removal event went very well. The tax cap of 2% was published last week which is used while preparing our 2024-2025 budget.

**BUSINESS
MANAGER**

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

**PERSONNEL
CHANGES**

Motion by Furnari, second by Dubois, to approve the Director, Assistant Director, Department Heads and/or designated staff to attend Library Advocacy Day in Albany on February 07, 2024. Carried 5-0.

**CONTINUING
EDUCATION**

Motion by Gross, second by Dubois, to approve the Board of Trustees, Director, Assistant Director, Department Heads and/or designated staff to attend the Computers in Libraries conference in Arlington, VA from March 12 – March 14, 2024 at a cost not to exceed \$3,000 per person. Carried 5-0.

Motion by Gross, second by Furnari, to approve the annual renewal subscription for the Library’s mobile application with Solus UK Ltd. At a cost of \$5,176.40. Carried 5-0.

**CONTRACTS/
RENEWALS**

1. Borrowing Policy

POLICIES

Motion by Gross, second by Dubois, to adopt the borrowing policy of the Mastics-Moriches-Shirley Community Library as presented and amended this day. Carried 5-0.

2. Meeting Room Policy

Motion by Furnari, second by Dubois, to adopt the meeting room policy of the Mastics-Moriches-Shirley Community Library as presented and amended this day. Carried 5-0.

3. Confidentiality of Library Records Policy

Motion by Furnari, second by Dubois, to adopt the confidentiality of library records policy of the Mastics-Moriches-Shirley Community Library as presented and amended this day. Carried 5-0.

4. Registration of Borrowers Policy

Motion by Furnari, second by Gross, to adopt the registration of borrowers policy of the Mastics-Moriches-Shirley Community Library as presented and amended this day. Carried 5-0.

Motion by Gross, second by Furnari, to move into Executive Session at 7:42 pm to discuss a contractual issue. Carried 5-0.

**EXECUTIVE
SESSION**

Motion by Ricciardi, second by Furnari, to leave Executive Session at 8:25 pm. Carried 5-0.

Motion by Furnari, second by Dubois, to adjourn the meeting at 8:25 pm. Carried 5-0.

ADJOURNMENT

Respectfully submitted by,

Madeline Stirber

Madeline Stirber, Secretary