

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

MINUTES OF FEBRUARY 26, 2024 BOARD MEETING

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

CALL TO ORDER

Present were Trustees Maiorana, Gross, Dubois, and Ricciardi, Director Rosalia, Assistant Director D'Amato, Business Manager Nowak and Secretary Stirber. Mark Grossman, Chris Barletta from Sandpebble attended as guests and Rick Wiedersum of H2M Architects Victor Canseco from Sandpebble attended via teleconference.

PRESENT

PERIOD OF PUBLIC EXPRESSION

Motion by Dubois, second by Ricciardi, to accept the minutes of the January 22, 2024 regular meeting of the Board of Trustees. Carried 4-0.

**APPROVAL OF
MINUTES**

Motion by Dubois, second by Ricciardi, to approve the following Operating Fund Schedule of Claims dated February 26, 2024. Carried 4-0.

**SCHEDULE OF
CLAIMS**

Motion by Gross, second by Dubois, to approve the Operating Financial Report for January 2024. Carried 4-0.

**FINANCIAL
REPORTS**

Motion by Gross, second by Dubois, to approve the Capital Fund Financial Report for January 2024. Carried 4-0.

In addition to her written report the Director informed the Board that the Bike Lock Policy has been updated. A copy of the updated policy with a few new procedures have been handed out tonight to be reviewed and if acceptable, possibly approved. Ms. Rosalia then reported that mandatory safety and security training has been taking place. Most of the employees have attended the first round of training

DIRECTOR

and the feedback has been consistent and the concerns are being addressed to ensure everything is set once the main building opens. The Director reported that Rick Wiedersum has been working on developing plans for the outdoor property at 366 Neighborhood Road. She informed the Board that we will be applying to the New York State Education Department for the permit for the work on that property. We are working with the representatives from Beechwood to make sure our design plan matches their design plan for the area. Ms. Rosalia reported that Peconic Solutions is researching a number of grants for the Little Red Schoolhouse. There are many different grants available but what we are eligible for depends on the future use of the building. There are large capital grants and also grants that we can apply for through Friends of the Arts. There will a meeting in the near future to go over the options we have available.

The Assistant Director informed the Board that the dates calendar for the budget and trustee vote has been updated on the library webpage and in the newsletter. The early voting law has required us to do more this year than in the past. As she has mentioned in the past few meetings we continue to have difficulty arranging for poll workers for the April 2nd vote due to the date being the same as the Presidential Primary. Ms. D'Amato reported that most staff have completed the first round of safety training. Safety drills such as fire evacuation and lockouts and lockdowns will be conducted in the spring. She informed the Board that there continues to be concerns with homeless patrons at the Mastic Beach Branch but for now staff and security are handling each situation as it happens. The Assistant Director reported that the departments are having difficulty filling part time vacancies. The departments are working diligently to plan for staffing needs especially once the main building is open. Ms. D'Amato reported that she is working on updating the building project progress in the monthly newsletter and providing details has kept the patrons updated each month.

**ASSISTANT
DIRECTOR**

The Business Manager informed the Board that we have received the final report from the Department of Labor concerning their visit we had late last year and none of the complaints were substantiated. Mr. Nowak then reported that he has been working on various grants for the property at 366 and also the IA System at the main building. The County has requested that we have signage at the location informing the public about how the system is beneficial for the environment and to encourage others to participate as well. The Business Manager reported that we continue to have HVAC issues at the Moriches Branch but it appears at this point to be an intermittent problem with a control board. He continued with his report informing the Board that the Charge Point has been out of service at Mastic Beach. Mr. Nowak informed the Board that we have received 46% of the property tax receipts. He continued with his report, informing the Board that earlier this month the bid opening for the signage at the main branch took place. That bid is included in the board packet and should be awarded at tonight's meeting. Mr. Nowak reported that this month the staff in the business office attended the first round of security training. He then informed the Board that the New York State Abandoned Property report is complete and the funds that we have to remit to the State has gone down significantly.

**BUSINESS
MANAGER**

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

**PERSONNEL
CHANGES**

Motion by Dubois, second by Ricciardi, to approve the agreement with Mark Grossman Public Relations from April 2024 through March 2025 at a cost of \$4,000.00 per month. Carried 4-0.

**CONTRACTS/
RENEWALS**

Motion by Gross, second by Dubois, to approve the adoption of a budget exceeding the State established Tax Cap 2% increase for the 2024-25 fiscal year by a 60% majority vote of the sitting Trustees. Carried 4-0.

**PROPERTY TAX
CAP- FISCAL YEAR
ENDED 2025**

Motion by Gross, second by Ricciardi, to award Contract 10-1-400 to East End Sign Design for signage at the Main Library for the total amount of \$37,495.00 (Base bid), with the option to accept additional alternates at a later date. Carried 4-0.

**AWARDING OF
BIDS**

1. Chamber of Mastics & Shirley Casino Night

**COMMUNITY
EVENTS**

Motion by Gross, second by Dubois, to approve the Board of Trustees, Director, Assistant Director, Department Heads, and/or designated staff to attend the Chamber of Mastics & Shirley Casino Night on March 8, 2024 at a cost not to exceed \$100.00 per person. Carried 4-0

2. Colonial Youth & Family Services Dinner

Motion by Ricciardi, second by Gross, to approve the Board of Trustees, Director, Assistant Director, Department Heads and/or designated staff to attend the Colonial Youth & Family Services dinner honoring Legislator James Mazarella on March 22, 2024 at the Sunset Harbour at a DINNER ONLY cost of \$100.00 per person and to sponsor a journal ad in the amount of \$200.00. Carried 4-0.

Motion by Dubois, second by Gross, to approve the Board of Trustees to attend the Future of Libraries workshop at the Suffolk Cooperative Library System in Bellport on Wednesday May 01, 2024 from 7pm to 9pm. Carried 4-0.

**CONTINUING
EDUCATION**

Motion by Ricciardi, second by Gross, to approve the following core election officials (subject to availability/substitution) for the 2024 budget vote at the remuneration rate of \$16.00 per hour:

**LIBRARY BUDGET
VOTE & ELECTION
WORKERS**

Registrar(s) March 26, 2024 9am – 9pm

Ms. Ceil Prevete (Coordinator)

Election Inspectors April 2, 2024 9am – 9pm

Ms. Ceil Prevete (Coordinator)

Keshia Mabery

Noreen Bautista

Lina Tjondro (Inspector)

Motion by Dubois, second by Ricciardi, to move into Executive Session at 7:53 pm to discuss a contractual issue. Carried 4-0.

**EXECUTIVE
SESSION**

Motion by Dubois, second by Gross, to leave Executive Session at 9:14 pm. Carried 4-0.

Motion by Dubois, second by Gross, to appoint the Board President and Vice President to the budget committee of the Mastics-Moriches-Shirley Community Library. Carried 4-0.

Motion by Dubois, second by Gross, to adjourn the meeting at 9:14 pm. Carried 4-0.

ADJOURNMENT

Respectfully submitted by,

Madeline Stirber

Madeline Stirber, Secretary