

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

MINUTES OF MARCH 25, 2024 BOARD MEETING

Trustee Maiorana called the meeting to order at 7:00 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 (Sandpebble) attended as guests and Victor Canseco from Sandpebble attended via teleconference.

PRESENT

PERIOD OF PUBLIC EXPRESSION

Motion by Dubois, second by Ricciardi, to accept the minutes of the February 26, 2024 meeting of the Board of Trustees. Carried 5-0.

**APPROVAL OF
MINUTES**

Motion by Gross, second by Furnari, to accept the minutes of the March 11, 2024 special meeting of the Board of Trustees. Carried 5-0.

Motion by Furnari, second by Dubois, to approve the following Operating Fund Schedule of Claims dated March 25, 2024. Carried 5-0.

**SCHEDULE OF
CLAIMS**

Motion by Ricciardi, second by Dubois, to approve the Operating Financial Report for February 2024. Carried 5-0.

**FINANCIAL
REPORTS**

Motion by Gross, second by Dubois, to approve the Capital Fund Financial Report for February 2024. Carried 5-0.

The Library Director informed the Board that she has been working with the grant writer on obtaining funding for the Little Red Schoolhouse. In order to request funding, we need to have a draft budget for the restoration of the building set in place. Victor has been working on the budget which includes the roof, exterior surfaces, plumbing and electric. Ms. Rosalia reported that she provided a detailed history of the building and its ties to the community to the grant writer so she can put together letters of support. In addition, she reported that Joe Furnari has offered to distribute the information to our elected officials. On April 5th the first part of the application process is due. It consists of a one-page form to convince the officials to approve the process. In addition, Ms. Rosalia reminded the Board that one of the two library related not-for-profit entities will need to have site control in order to move forward with applying for the grants. Ms. Rosalia then reported that she has worked extensively on budget communications. Budget information and important dates have been outlined in the newsletter, email blasts and social media. She also reported that she has attended civic group meetings and together with department heads and members of the Board they have provided a clear overview of the budget. Most recently she attended the Mastic Beach Civic and Manor Park Civic meetings and she couldn't have asked for a more positive response. The staff meetings held at the branches were helpful and informative. Ms. Rosalia was excited to report that tomorrow she will be touring the main building at 407. She is working with Sandpebble on cash flow projections for the completion of the project. Lastly, the Director mentioned that there are a couple of calendar related items that need to be discussed. First, the next board meeting is scheduled for April 22nd which is the first night of Passover and also the library is scheduled to be open on June 16th, which is Father's Day.

DIRECTOR

The Assistant Director informed the Board that she has been working on the upcoming budget vote. Ms. D'Amato reported that the ballots are all out. The packages were assembled and mailed out last week. She informed the Board that she met with the security consultant. She informed the Board that they will be meeting with the security guards and conducting training through April to ensure that all procedures are followed consistently. We now have 30 guards on staff and some are members of law enforcement which brings an added level to our security training plan. We will also be conducting new staff incident report training and refresher courses. Ms. D'Amato then discussed that she is working with Legislator Jim Mazzarella on securing beach passes to Smith Point for the summer months to save local residents the daily parking fee.

**ASSISTANT
DIRECTOR**

Business Manager Nowak presented an overview of the 2024-2025 proposed budget. He reported that the community will be voting on a tax levy increase of approximately 4.76%. He informed the Board that the budget includes special increases to certain part-time salaries and funding to operate three facilities, the main building which is set to open in the early Fall and the two satellite branches.

**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 Ricciardi, to approve the agreement with Xerox / Ray-Block at a cost of \$3,062.00 per month for sixty months. Carried 5-0.

**CONTRACTS/
RENEWALS**

Motion by Furnari, second by Gross, to authorize the Board of Trustees, Director, Assistant Director, Department Heads and/or designated staff to attend the Long Island Library Conference on May 09, 2024 at the Melville Marriott. Cost of attendance shall not exceed \$95.00 per person (exclusive of mileage). Carried 5-0.

**CONTINUING
EDUCATION**

Motion by Furnari, second by Ricciardi, to move into Executive Session at 7:44 pm to discuss a contractual issue. Carried 5-0.

**EXECUTIVE
SESSION**

Motion by Dubois, second by Gross, to leave Executive Session at 8:29 pm. Carried 5-0.

Motion Gross, second Ricciardi, to amend the April Regular Board Meeting from April 22, 2024 to April 29, 2024 at 7:00 pm. Carried 5-0.

Motion, Gross, second by Furnari, to amend the summer closing schedule for the last Sunday that we will be open is now June 9, 2024. Carried 5-0.

Motion by Furnari, second by Dubois, to adjourn the meeting at 8:30 pm. Carried 5-0.

ADJOURNMENT

Respectfully submitted by,

Madeline Stirber

Madeline Stirber, Secretary