

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

**MINUTES OF JUNE 26, 2023 BOARD MEETING**

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

**CALL TO ORDER**

**PERIOD OF PUBLIC EXPRESSION**

Present were Trustees Maiorana, Dubois, Marks and Furnari, Director Rosalia, Assistant Director D’Amato, Business Manager Nowak and Secretary Stirber. Chris Barletta from Sandpebble, Rick Wiedersum of H2M Architects and Mark Grossman attended as guests.

**PRESENT**

Motion by Furnari, second by Dubois, to accept the minutes of the May 22, 2023 regular meeting of the Board of Trustees. Carried 4-0.

**APPROVAL OF  
MINUTES**

Motion by Marks, second by Furnari, to approve the following Operating Fund Schedule of Claims dated June 26, 2023. Carried 4-0.

**SCHEDULE OF  
CLAIMS**

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

**FINANCIAL  
REPORTS**

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

## **DIRECTOR'S REPORT**

The Director reported the kick-off events held at both branches for the Summer Reading Club were hugely successful. The departments did a very good job organizing programs and events for that day. Attending the events were many new faces and 22 new library cards were issued that day alone. Ms. Rosalia reported that statistics can now be broken down by location. Right now, they can only be presented as a spreadsheet but visual presentations will be coming soon. Either way this information is very helpful to see what is going at each branch. The Director reported that we have received two letters one from Assemblyman DeStefano informing us that we have been granted \$20,000 in Bullet Aid and another from Assemblyman Thiele informing us that he is reviewing all requests concerning funds to be designated as bullet aid and he will reach out to us if he needs further information. These are monies designated from the State to be used for specific projects. Ms. Rosalia reported that she attended the digitization training this month. There is a motion tonight to enter into a contract to store all of the original records offsite with the Town of Brookhaven. Ms. Rosalia reported that a staff safety meeting took place recently. This meeting was very helpful and there are now new procedures in place for fire drills, emergency lock down, Code Adam and other emergency measures. Mark Grossman will be releasing a press release today relating to recent activity at the library. Ms. Rosalia continued with her report informing the Board that there is free training concerning AI in our work. With such a large learning curve it is important to understand what this means for libraries and what the impact will be. Once more information is obtained and it has been determined there is a positive way to incorporate this technology at the library we will do a presentation to update everyone.

Ms. D'Amato reported that the Summer Reading Club kick-off took place last Thursday. The weather was very hard to predict that day but the turn-out was extremely successful. Three hundred and forty (340) children signed up for the club and there was a lot of interest in all of our programs. The Newsletter was mailed and the summer program information is out on all social media platforms. The Teen Department has started a new program "100 Before Graduation" for teens grades 6-12. The Adult Department has started an outdoor walking programs and lectures at various locations in the area. The Assistant Director reported that National Night Out is August 1<sup>st</sup>. Invitations are going out to local community groups by the end of the week. Ms. D'Amato reported that she is working on new safety procedures, as well as new procedural checklists. She continued with her report informing the Board that Eastport and Manorville can select to use our library and now with the Moriches Branch we are hoping to encourage even more new patrons to do so. A press release and a postcard mailing were delivered today to get that information out to those communities.

**ASSISTANT  
DIRECTOR**

The Business Manager reported to the Board that we have been working on payroll related items, including new time off accruals and earnings rates. In addition, there are two year-end audits taking place simultaneously this year. The year-end financial audit and the workers compensation policy audit have both begun. On June 15<sup>th</sup> we made a principal and interest payment for the Bond debt service. Mr. Nowak continued with his report informing the Board that he is currently working with Sandpebble to find a service contract with a New York State Contract company for the backup generators at both the Mastic Beach and Moriches branches. Mr. Nowak reported that he attended training recently held at the IT Department at the Town of Brookhaven for the digitization project.

**BUSINESS  
MANAGER**

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

**PERSONNEL  
CHANGES**

1. Office 365 (Enterprise Email)

**CONTRACTS/  
RENEWALS**

Motion by Furnari, second by Dubois, to approve the annual Microsoft Office 365 subscription in the amount of \$4,080.00. Carried 4-0.

2. Intermunicipal Agreement – Town of Brookhaven

Motion by Furnari, second by Marks, to approve the storage agreement with the Town of Brookhaven at a cost of \$476.32 per annum. Carried 4-0.

3. Hartcorn Plumbing & Heating

Motion by Dubois, second by Marks, to approve the contract with Hartcorn Plumbing & Heating Inc. for waste plumbing services at a cost of \$2,990.00. Carried 4-0.

4. KnowBe4

Motion by Dubois, second by Furnari, to approve the contract with KnowBe4 through the Suffolk Cooperative Library System's discounted order at a cost of \$1,808.00 for a term of twenty months. Carried 4-0.

Motion by Dubois, second by Marks, to move into Executive Session at 7:37 pm to discuss contractual issues and a personnel matter related to an individual employee. Carried 4-0.

**EXECUTIVE  
SESSION**

Motion by Dubois, second by Marks, to leave Executive Session at 9:01pm. Carried 4-0.

Motion by Dubois, second by Marks, to approve the agreement with Ashlar Contracting for Axiom ceiling finish work at the Main Library at a cost of \$138,000. Carried 4-0.

Motion by Dubois, second by Furnari, to approve the consulting agreement with Peconic Solutions at a cost of \$5,000. Carried 4-0.

Motion by Furnari, second by Marks, to approve the agreement with Vertical Transportation Experts for a material lift at the Main Library at a cost of \$97,500. Carried 4-0.

Motion by Furnari, second by Dubois, to approve the agreement with Day Elevator & Lift for a wheelchair lift at the Main Library at a cost of \$30,125. Carried 4-0.

Motion by Dubois, second by Furnari, to adjourn the meeting at 9:05 pm. Carried 4-0.

**ADJOURNMENT**

Respectfully submitted by,

*Madeline Stirber*

Madeline Stirber, Secretary