

# DRAFT

## MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY

### MINUTES OF APRIL 28, 2025 BOARD MEETING

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

#### **CALL TO ORDER**

#### **PERIOD OF PUBLIC EXPRESSION**

Present were Trustees Maiorana, Gross, Chris Ricciardi, and Kimmerling, Director Castro, Assistant Director D'Amato, Business Manager Nowak and Secretary Stirber. Mark Grossman attended as a guest. Trustee Furnari arrived late.

#### **PRESENT**

Motion by Gross, second by Kimmerling, to accept the minutes of the March 25, 2025 meeting of the Board of Trustees. Carried 4-0.

#### **APPROVAL OF MINUTES**

Motion by Kimmerling, second by Ricciardi, to accept the minutes of the April 8, 2025 special meeting of the Board of Trustees. Carried 4-0.

Motion by Kimmerling, second by Gross, to approve the following Operating Fund Schedule of Claims dated April 28, 2025. Carried 4-0.

#### **SCHEDULE OF CLAIMS**

Motion by Ricciardi, second by Kimmerling, to approve the Operating Financial Report for March 2025. Carried 4-0.

#### **FINANCIAL REPORTS**

Motion by Gross, second by Kimmerling, to approve the Capital Fund Financial Report for March 2025. Carried 4-0.

Ms. Castro reported that this month she met with Kevin Coster, Superintendent of the William Floyd School District. In addition, she attended the official grand opening the Brewport Café here at the library. The Director reported that she attended the April zone meeting which was hosted by the Director of the Port Jefferson Library. There was a discussion at the meeting concerning digital collections, specifically all the changes to digital and print collections and how to handle these changes going forward to do a better job. Ms. Castro informed the Board that the Town of Brookhaven is holding a technology fair in September. All of the Brookhaven libraries will have tables and information to showcase what each library has to offer. Steve Burg will be representing our library at this event. The Director then reported that Rita Alfano has been appointed department head for the Reference and Adult Services Department. Also, the Digital Services Department has been merged with the Reference and Adult Service Department to better utilize library resources and staff. The Director held two department head meetings this month which were very productive. One idea that was discussed was organizing a gallery hanging system and display area in the library. More information concerning this will be provided next month. The Director reported that this month Kyle Imperatore put together a production of the Wizard of Oz. The show was well attended and the amount of work spent on preparing for this was evident. The Director continued with her report informing the Board that each department will be planning special events for the 250<sup>th</sup> Celebration. This includes talks by a local historian, a performance by American Airpower Museum Band and special collections available to patrons for each department. There will be a special logo used throughout the year to highlight the events.

## **DIRECTOR'S REPORT**

The Assistant Director reported that she attended a variety of community events, including Manor Park and Pattersquash Creek Civic Associations. In addition, she also attended the official grand opening of the library café and the Coffee with a Cop program. She was also involved with Operation Medicine Cabinet which is the collection of expired medications conducted through the police department. Ms. D'Amato reported that she has been working on the person in charge protocol and staff security training. Lastly, Ms. D'Amato reported now that all three buildings are open she is working on reaching the contract patrons, through outreach. She is specifically looking to reach the patrons in Manorville to direct them to the programs and services available at the Moriches Branch.

## **ASSISTANT DIRECTOR'S REPORT**

Mr. Nowak began his report thanking Kathi Bertos for all of her work on the budget and trustee vote. She had a great deal to do with both the procedural work in the weeks before the vote and the technical work that day to make sure that everything went smoothly. Mr. Nowak then reported that we have completed our annual Affordable Care Act requirements and the filings were accepted. The Business Manager continued with his report informing the Board that we are having a few facilities issues. There are new and recurring HVAC issues and a recurring plumbing problem. At the Mastic Beach branch there is leaking in the restroom and it is causing damage to the sub floor and basement. Mr. Nowak then reported that in tonight's board package are the landscaping renewal agreements with Suburban. Mr. Nowak then discussed our three offsite storage facilities located in Shirley, Ronkonkoma and Patchogue. The historical society has agreed to take the historical wood we have been holding and the literacy department will be holding its book fair so the climate-controlled space should be closed down in the near future. Mr. Nowak reported that through the month of March we collected approximately 55% of tax receipts from the William Floyd School District. Lastly, the paperwork to have Nancy Kimmerling added as an authorized bank signatory is being finalized tonight.

## **BUSINESS MANAGER'S REPORT**

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

## **PERSONNEL CHANGES**

Motion by Furnari, second by Kimmerling, to approve the renewal of the agreement with LinkedIn Learning at a cost of \$13,125.00 for a one-year subscription. Carried 5-0.

## **CONTRACTS/ RENEWALS**

Motion by Gross, second by Ricciardi, to approve the agreement with Suburban Turf & Scapes for seasonal landscaping services at the Mastic Beach branch at a cost of \$95.00 per week with the option to select additional services as needed. Carried 5-0.

Motion by Ricciardi, second by Kimmerling, to approve the agreement with Suburban Turf & Scapes for seasonal landscaping

services at the Moriches branch at a cost of \$315.00 per week with the option to select additional services as needed. Carried 5-0.

Motion by Gross, second by Furnari, to approve the agreement with Suburban Turf & Scapes for seasonal landscaping services at the Main Library at a cost of \$90.00 per week with the option to select additional services as needed. Carried 5-0.

Motion by Furnari, second by Kimmerling, to approve the attendance of the Board of Trustees, Director, Assistant Director, Department Heads and/or designated staff to attend the ALA Annual Conference, to be held June 26 – June 30, 2025 in Philadelphia, PA, at a cost not to exceed \$3,750.00 per person. Carried 5-0.

**CONTINUING  
EDUCATION**

Motion by Furnari, second by Gross, to approve the attendance of the Board of Trustees, Director, Assistant Director, Department Heads and/or designated staff at this year's 2025 High School Enlistee Recognition Ceremony being held at Sunset Harbour on May 14, 2025 at a cost of \$60.00 per attendee. Carried 5-0.

**COMMUNITY  
EVENT**

Motion by Gross, second by Furnari, to ratify Congressionally Directed Spending requests to Senator Schumer under the Transportation, Housing and Urban Development, and Related Agencies (THUD) Economic Development Initiatives (EDI) for \$1,000,000 in funding towards Restoration of vacant deteriorating 96-year-old Little Red Schoolhouse, a landmark adjacent to the new satellite library branch in Moriches to provide community programming space for education, workforce readiness training, English Second Language, citizenship classes, and as a performing arts venue. Carried 5-0.

**FY26 SENATOR  
SCHUMER  
CONGRESSIONALLY  
DIRECTED  
SPENDING  
REQUEST**

Motion by Gross, second by Kimmerling, to move into Executive session at 7:25 pm to discuss a personnel matter. Carried 5-0.

**EXECUTIVE  
SESSION**

Motion by Ricciardi, second by Gross, to leave Executive Session at 7:49 pm. Carried 5-0.

Motion by Ricciardi, second by Kimmerling, to approve the amendment to the Director's employment agreement. Carried 5-0.

Motion by Gross, second by Furnari, to adjourn the meeting at 7:50 pm. Carried 5-0. **ADJOURNMENT**

Respectfully submitted by,

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Madeline Stirber, Secretary