

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY

MINUTES OF MAY 19, 2025 BOARD MEETING

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

CALL TO ORDER

PERIOD OF PUBLIC EXPRESSION

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

PRESENT

Motion by Gross, second by Furnari, accept the minutes of the April 28, 2025 meeting of the Board of Trustees. Carried 4-0.

APPROVAL OF MINUTES

Motion by Kimmerling, second by Furnari, to approve the following Operating Fund Schedule of Claims dated May 19, 2025. Carried 4-0.

SCHEDULE OF CLAIMS

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

FINANCIAL REPORTS

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

The Director began her report informing the Trustees that she recently attended the Mastic Beach Property Owner's Association Tri-Hamlet 250 Committee meeting to discuss the library's involvement in the 250th Anniversary event. In addition, Ms. Castro reported that she recently spoke with representatives from the Mastic Beach Conservatory to explore how the library can join with them and become involved in educational opportunities and future organized events. Ms. Castro reported that she also recently attended the Long Island Library Conference and learned of ways to incorporate social workers into existing library services and how to develop new marketing strategies for libraries. The Director then provided an update on library operations. She discussed that she is meeting with department heads to discuss supply issues, staffing concerns and how the transition to three operating buildings is going. Ms. Castro then reported that we received

DIRECTOR'S REPORT

positive media coverage on the success of the MastiCon event. Lastly, she informed the Board that for the 250th Anniversary event each department will be working on individual and library wide events. A special logo is being designed to be used specifically for all materials related to this celebration.

Ms. D’Amato reported that she continues to be involved in all aspects of the safety training procedures to ensure that all staff are up to date on our policies. Together with our consultant she presented a training session to Managers and Librarians informing them about the “Person in Charge” procedures. This training was geared toward the weekend and evening senior staff that might be in charge during an emergency situation without a department head or administrative present on premises. Ms. D’Amato then reported that she is working on staff training for CPR/AED certification, as well as how to maintain the equipment. It will now be required that each public service department have two staff members with current training. Ms. D’Amato then explained that the contract patron renewal period is in June and this year we are focused and committed to attracting the Eastport South Manor patrons to our buildings. We will be doing a direct mail postcard to the Eastport/South Manor patrons and running ads in the local newspapers. Lastly, the Assistant Director discussed the Summer with Us Kick Off Event being held on June 26th. This event is celebrated across all departments and each department is planning exciting events.

ASSISTANT DIRECTOR’S REPORT

Mr. Nowak began his report informing the Board that the bank paperwork is completed and Nancy Kimmerling is now an official bank signatory. The Business Manger reported that we are working on the Worker’s Compensation policy renewal and year end audit. In addition, he reported that the labor attorney is working on the CSEA contract and the latest memorandum of agreement. Mr. Nowak then informed the Board that he is working with Michael Bogin on closing out the New York State / SCLS grants. Mr. Nowak reported that through the month of April we collected more than half of tax receipts from the William Floyd School District. Mr. Nowak continued with his report informing the Board that we have received correspondence from the Town of Brookhaven relating to the development of the proposed sewer district on Neighborhood Road and notifying us that there will be a public hearing concerning this proposal. Lastly, the Business Manager reported that we have one month until the close of the fiscal year and we have started to work with the auditors on the 2024-2025 audit.

BUSINESS MANAGER’S REPORT

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

Motion by Furnari, second by Kimmerling, to approve the renewal agreement with Library Market at an annual cost of \$2,000.00. Carried 4-0. **CONTRACTS/ RENEWALS**

Motion by Furnari, second by Gross, to approve the Board of Trustees, Director, Assistant Director, Department Heads and/or designated staff to attend the Literacy Inaugural Golf Classic on August 07, 2025 at the Willow Creek Golf & Country Club at a DINNER ONLY cost of \$110.00 per person. Carried 4-0. **COMMUNITY EVENTS**

Motion by Furnari, second by Kimmerling, to approve the Board of Trustees, Director, Assistant Director, Department Heads and/or designated staff to attend the Colonial Youth Annual Golf Tournament Dinner on June 16, 2025 at Swan Lake Country Club at a DINNER ONLY cost of \$125.00 per person. Carried 4-0.

Motion by Gross, second by Kimmerling, to move into Executive session at 7:18 pm to discuss a CSEA contractual issue. Carried 4-0. **EXECUTIVE SESSION**

Motion by Furnari, second by Kimmerling, to leave Executive Session at 8:17 pm. Carried 4-0.

Motion by Gross, second by Furnari, to approve the most recent memorandum of agreement (MOA) with the CSEA, to extend their existing contract by one year. Carried 4-0.

Motion by Kimmerling, second by Gross, to adjourn the meeting at 8:17 pm. Carried 4-0. **ADJOURNMENT**

Respectfully submitted by,

Madeline Stirber, Secretary