

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY

MINUTES OF JUNE 23, 2025 BOARD MEETING

Trustee Maiorana called the meeting to order at 7:00 pm.

CALL TO ORDER

PERIOD OF PUBLIC EXPRESSION

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

PRESENT

Motion by Furnari, second by Kimmerling, accept the minutes of the May 19, 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 June 23, 2025. Carried 4-0.

SCHEDULE OF CLAIMS

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

FINANCIAL REPORTS

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

The Director began her report informing the Trustees that she recently interfaced with local community groups including the 7th Precinct to discuss security concerns at Mastic Beach and the surrounding Neighborhood Road area. Ms. Castro met with members from St. Andrews Church to explore possible collaboration for local services and toured their food pantry. In addition, she also met with members from the William Floyd Alumni Association to plan an upcoming author event. Ms. Castro met with The Suffolk County Health Department to discuss services available to our patrons and staff as well as the Stony Brook University representative who coordinates our social work interns currently providing casework support at our branches. Ms. Castro reported that she recently attended the School District Art Show where she was able to speak with civic leaders and William Floyd

DIRECTOR'S REPORT

District art teachers. Ms. Castro reported that she also recently provided a tour of the Moriches Branch and the Little Red School House building to Chris Kempner to discuss potential grant opportunities related to renovations. Ms. Castro also coordinated a library presentation at the Moriches Senior Center. The director was also able to meet with fellow library directors. The Director then provided an update on library operations. She discussed that she is continuing her efforts to assess current staffing levels and operational needs as well as having completed annual evaluations for the branch managers. Ms. Castro then reported that the Literacy Department held its annual Citizenship Event on Sunday June 8th and highlighted the efforts of Lindsay Davis and her staff year-round that culminates in the final 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 worked with personnel and our public relations firm to increase our contract patron engagement in the Eastport/Manorville area. A postcard was mailed encouraging patrons to choose our library. In addition, two ads were placed in local newspapers reminding patrons in the Eastport/Manorville area they have a choice. Ms. D'Amato then reported that 14 staff members completed CPR/AED certification with a concentration on making sure each department has two staff members in public service certified. The Assistant Director also reported our Suffolk County AED site certification was renewed and the all AED kits are now updated. Ms. D'Amato met along with Ms. Castro with Bill Doyle, SC Deputy Health Commissioner, about services the county health department can provide. They were able to find additional resources such as Sun River Health Center. Ms. D'Amato also met with Suffolk County Department of Health Services Mental Hygiene director and will be taking advantage of free training starting in July and August for our staff on handling people with mental health crisis situations. 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 reported that the entire department has been working on the year end financial audit. The auditors came for one day and were able to review the files we provided. Also, the Worker's Compensation audit is 90% complete. The Business Manager reported that he expects it to be completed by the end of next week. Mr. Nowak reported that we had a few facility issues to report. Dave Prevete is handling arranging for the annual back flow devices testing which is required by Suffolk

BUSINESS MANAGER'S REPORT

County at all branches. He also reported we had our first skylight leak and Sandpebble is working on this. Mr. Nowak reported that we recently arranged for the late spring clean up at the Mastic Beach and Moriches branches as well as looking into trimming the shrubs at the main building. Mr. Nowak informed the Board that July 1st is also our general insurance renewal date. The Business Manager then reported that we have been working on payroll related items, including new time off accruals and earnings rates for the new fiscal year starting July 1st. On June 15th we made a principal and interest payment for the bond referendum debt service.

Motion by Kimmerling, 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 Gross, to approve the annual Microsoft Office 365 subscription in the amount of \$4,080.00. Carried 5-0.

**CONTRACTS/
RENEWALS**

Motion by Gross, Second by Kimmerling, to approve the agreement with J.P. Daly & Sons, Inc. to furnish and install materials necessary for establishing electric power at the Little Red School House at a cost of \$19,576.07. Carried 5-0.

Motion by Kimmerling, Second by Furnari, to approve the agreement with WhenToWork LLC. for access to their cloud-hosted staff scheduling application at an annual cost of \$1,944.00 reserving the right to increase the license headcount based on staffing needs. Carried 5-0.

Motion by Furnari, Second by Gross, to approve the Board of Trustees, Director, Assistant Director, Department Heads and/or designated staff to attend the Caitlyn's Vision Annual Gala on August 13, 2025 at Bellport Country Club at a DINNER ONLY cost of \$125.00 per person. Carried 5-0.

**COMMUNITY
EVENTS**

Motion by Gross, Second by Kimmerling, to approve the Board of Trustees, Director, Assistant Director, Department Heads and/or designated staff to attend the 27th Annual William Floyd Scholarship Fund Golf Outing on August 11, 2025 at the Bellport Country Club at a DINNER ONLY cost of \$100.00 per person. Carried 5-0.

At this point in the meeting there were two presentations. Kerrilynn Jorgensen, Branch Manager at Moriches introduced Alice Chen, a graduating senior at William Floyd High School. Alice then presented to the Board a proposal for developing a rain garden at the Moriches Branch. Tara D'Amato, the Assistant Director, then took a few moments and acknowledged Byron Young, President of the Eastern Long Island Audubon Society (ELIAS) and thanked him for the generous donation to the Library of a birding backpack for patron use.

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

**EXECUTIVE
SESSION**

Motion by Furnari, second by Kimmerling, to leave Executive Session at 8:11pm. Carried 5-0.

Motion by Kimmerling, second by Ricciardi, to approve the memorandum of agreement with the CSEA regarding staff member Catherine Gorden. Carried 5-0.

Motion by Gross, second by Furnari, to adjourn the meeting at 8:12 pm. Carried 5-0.

ADJOURNMENT

Respectfully submitted by,

Madeline Stirber, Secretary