

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY

MINUTES OF OCTOBER 27, 2025 BOARD MEETING

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

**CALL TO
ORDER**

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

PRESENT

(PERIOD OF PUBLIC EXPRESSION)

Robert Prevete, a representative from the Lions Club of the Mastics and Shirley spoke about the recent fundraiser held at La Buena Vida for the restoration of the Little Red Schoolhouse. He reported that 80 people attended, including local community members and politicians. He presented a check to the Board as a donation to assist with this project.

Motion by Kimmerling, second by Gross, to accept the minutes of the September 29, 2025 Regular Meeting of the Board of Trustees. Carried 3-0.

**APPROVAL OF
MINUTES**

Motion by Gross, second by Kimmerling, to approve the following Operating Fund Schedule of Claims dated October 27, 2025. Carried 3-0.

**SCHEDULE OF
CLAIMS**

Motion by Kimmerling, second by Gross, to approve the Operating Financial Reports for September 2025. Carried 3-0.

**FINANCIAL
REPORTS**

Motion by Gross, second by Kimmerling, to approve the Capital Fund Financial Reports for September 2025. Carried 3-0.

Ms. Castro reported that she recently toured the Middle Country Library and was impressed by their sensory space and would love to add that to our space as well. The Director then reported she met with Superintendent Kevin Coster. In addition, she attended the LILRC conference. She was able to attend a presentation on the "2035 Library" and how it will combine physical books and digital materials to become a comprehensive community center. Also, she was able to learn on how to make the most

DIRECTOR

of work space and how to engage patrons, as well as how to stay prepared for library repair issues. Ms. Castro informed the board that Gary Loeser has been hired as the full-time guard to help to streamline security operations for the three (3) buildings. He will be involved in scheduling and administrative matters, as well as reporting monthly to the Board on security issues. Finally, the Director informed the Board that she continues to work with other community organizations on the “250th Celebration” and to work on the details for the 1776 fundraising dinner and other events that will be held throughout the year.

The Assistant Director reported that she organized mental health training for staff. She worked with staff members across the board in various departments to attend the training and receive certifications. This training will help us identify patrons that are having a mental health crisis and how we can help. Ms. D’Amato reported that the branch managers recently completed the NARCAN training and our kits will be updated soon. Ms. D’Amato reported that this month we’ve held interviews for a full-time security guard, as well as interviewed and hired three (3) part time guards. Ms. D’Amato reported she is working with the Director researching options for the café.

ASSISTANT DIRECTOR REPORT

The Business Manager reported that we have received a letter from the Suffolk County Board of Elections informing us that they will no longer be providing machines for electronic voting for non-county elections. Mr. Nowak informed the Board we have used paper ballots the last two elections and that the Board of Elections may still provide us with privacy booths. The Business Manager informed the Board that he has been working with the landlord to restore two lights in the parking lot at the main building. Mr. Nowak reported that tomorrow the appraisal company will begin working on an updated appraisal for the library which will include the buildings, property and physical assets for all of the branches. The Business Manager then reported that Steve Burg and Dave Prevete are working on resolving a ground cover issue at the Mastic Beach branch. There is a small portion that can’t support grass so we will be moving to do stone in that area. Mr. Nowak reported that we have recently updated our Taylor Law Report for the CSEA. Also, next Thursday and Friday the auditors will be here to complete the audit fieldwork. Lastly, Mr. Nowak reported that November 1st will begin the open enrollment period for health insurance for full-time staff.

BUSINESS MANAGER

Motion by Gross, second by Kimmerling, to approve the CS-150 report with the Director's recommended personnel changes. Carried 3-0.

PERSONNEL CHANGES

Motion by Gross, second by Kimmerling, to approve the agreement with ABC Mouse through a coordinated order with the Suffolk Cooperative Library System at an annual cost not to exceed \$1,559.30. Carried 3-0.

CONTRACTS/ RENEWALS

Motion by Gross, second by Kimmerling, to approve our agreements with Shore to Shore Land Management for snow removal and ice management services for all three library locations for the upcoming season as follows (reserving the right to engage additional services as dictated by weather conditions):

a. Moriches Branch; \$1,050 for 1st 3", plus salt application @ \$425, plus ice melt @ \$168

b. Mastic Beach Branch; \$1,250 for 1st 3", plus salt application @ \$325, plus ice melt @ \$250

c. Shirley; \$1,304 for 1st 3", plus salt application @ \$325, plus ice melt @ \$250

Carried 3-0.

Motion by Kimmerling, second by Gross, to amend the recently updated code of conduct policy with the addition of the following paragraph as it relates to telephone usage at the Library:

POLICY

Telephone Use:

Telephones at MMSCL are reserved for staff use on Library business. Telephone lines need to remain open for Library staff to assist patrons. Library patrons may not use Library telephones. If there is a true emergency Library staff will place a call for police or emergency assistance on behalf of the patron.

Patrons may not use cell phones on speaker. Unattended cell phones, including those charging, will be placed in the lost and found.

Carried 3-0.

Motion by Kimmerling, second by Gross, to move into Executive Session at 7:22 pm to discuss a personnel issue related to one particular individual, as well as a contractual issue. Carried 3-0.

EXECUTIVE SESSION

Motion by Gross, second by Kimmerling, to leave Executive Session at 8:01 pm. Carried 3-0.

Motion by Gross, second by Kimmerling, to terminate library page Olivia Cizan as per Civil Service Rule 20-4. Carried 3-0.

Motion by Kimmerling, second by Gross, to adjourn the meeting at 8:01 pm. Carried 3-0. **ADJOURNMENT**

Respectfully submitted by,

Madeline Stirber
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