

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY

MINUTES OF NOVEMBER 24, 2025 BOARD MEETING

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

**CALL TO
ORDER**

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

(PERIOD OF PUBLIC EXPRESSION)

Motion by Furnari, second by Gross, to accept the minutes of the October 27, 2025 Regular Meeting of the Board of Trustees. Carried 4-0.

**APPROVAL OF
MINUTES**

Motion by Kimmerling, second by Furnari, approve the following Operating Fund Schedule of Claims dated November 24, 2025. Carried 4-0.

**SCHEDULE OF
CLAIMS**

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

**FINANCIAL
REPORTS**

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

The Director began her report informing the Board that we are working on updating our monthly newsletter processes. To begin with, we will be changing delivery of the newsletter from every month to every two months. Preparing and mailing a newsletter every month has become challenging and expensive. This new arrangement should allow for some recovery time. The format will be changed to cut down on wording of specific program information to try and encourage patrons to look online. Once we see how this new format does we may think about going to once a quarter. Ms. Castro informed the Board we are updating the website to make it more user friendly. She reported that we are working with our software vendor to try and integrate the program calendar and the website. The Director then continued with her report informing the Board that she is working with Tara and the department heads on a strategic plan for the

DIRECTOR

future. She is meeting with everyone to get input and data on how to proceed with programs and space issues. She is reviewing programs and going over what works and what we might want to switch up. Lorraine Squires is working on compiling statistics on study room usage and how we can get the most out of our space. Ms. Castro discussed the café and confirmed we are expecting three proposals as new café options. Lastly the Director informed the Board that she is working with Mr. Nowak on the budget.

Ms. D'Amato reported that she is working with the Director on the reorganization of the monthly newsletter. In addition, the Assistant Director reported she has been working with department heads of the Adult, Teen and Children's Departments on hiring new pages. Ms. D'Amato reported that we have received the resignation of a few guards and will be working on hiring additional guards by year end.

ASSISTANT DIRECTOR REPORT

Mr. Nowak reported that he has been working on the budget for the 2026-2027 fiscal year and it has been challenging. There have been increases in the cost of the retirement plan, as well as our health insurance plan. We will also be faced with an increase in minimum wage at the beginning of the next calendar year. These increases, coupled with the continued pressure from the New York State property tax cap have resulted in him looking for different ways we might cut costs as an institution. He met with Ms. Castro and proposed that the Library re-evaluate our monthly newsletter and all of the costs associated with producing it. While this item was the most impactful, other business changes that could yield further savings were discussed. The Business Manager reported that we have been chosen once again by the public accounting firm for the New York State Employee Retirement System to have our census data audited. We are already working on compiling the requested information for this unanticipated burden during this very busy time of year. In addition, Mr. Nowak reported that Baldessari & Coster visited the office recently for three days to finish their fieldwork for our annual financial audit. The Business Manager reported that we have calculated the holiday bonuses for eligible part-time staff and it will be paid in the first check in December 2025. He continued with his report informing the Board we have received a FOIL request from a printer and photocopier retailer asking for all documents for our printers, copiers and toner usage. Mr. Nowak reported that he has received new requests for documents related to the Suffolk County I/A Grant. We have provided copies of all of the additional documentation requested and hope to close out this process in the very near future. The Business Manager continued with his report informing the Board of a few facility issues. Mastic Beach had to shut down recently with more belt/pulley issues on the HVAC system, similar to the issue at the Moriches Branch a few weeks ago. We are working on making sure all units are checked and watching them closely. Mr. Nowak then mentioned that we are working on issues with the blinds at Mastic Beach

BUSINESS MANAGER

and Moriches. He was happy to report that we are looking forward to working with a new Suffolk County contractor for any problems that arise with the blinds. Lastly, we are looking at April 14, 2026 as the budget and trustee election vote date.

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

**PERSONNEL
CHANGES**

Motion by Furnari, second by Gross, to approve the Board of Trustees, Director, Assistant Director, Department Heads and/or designated staff to attend the Public Library Association 2026 Conference to be held April 01—April 03, 2026 in Minneapolis, Minnesota at a cost not to exceed \$2,500 per person. Carried 4-0.

**CONTINUING
EDUCATION**

Motion by Gross, second by Kimmerling, to uncommit funds in the Mastics-Moriches-Shirley Community Library Capital Fund in the amount of \$3,093,000 retroactive to June 30, 2025. Carried 4-0.

**COMMITTED
FUNDS
RECLASS-
IFICATION**

Motion by Furnari, second by Kimmerling, to approve the proposed SCLS 2026 annual budget, of which \$82,504.00 will be paid for contracted services by the Mastics-Moriches-Shirley Community Library. Carried 4-0.

**SUFFOLK
COOPERATIVE
LIBRARY
SYSTEM (SCLS)
2026 BUDGET
BALLOT**

Motion by Gross, second by Kimmerling, to move into Executive Session at 7:24 pm to discuss a contractual issue. Carried 4-0.

**EXECUTIVE
SESSION**

Motion by Furnari, second by Gross, to leave Executive Session at 8:09 pm. Carried 4-0.

Motion by Kimmerling, second by Furnari, to adjourn the meeting at 8:09 pm. Carried 4-0.

ADJOURNMENT

Respectfully submitted by,

Madeline Stirber
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