

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY

MINUTES OF DECEMBER 15, 2025 BOARD MEETING

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

**CALL TO
ORDER**

Present were Trustees Maiorana, Gross, Ricciardi, Kimmerling, Director Castro, Assistant Director D'Amato, Business Manager Nowak, and Secretary Stirber.

PRESENT

Motion by Gross, second by Kimmerling, to accept the minutes of the November 24, 2025 Regular Meeting of the Board of Trustees. Carried 4-0.

**APPROVAL OF
MINUTES**

Motion by Kimmerling, second by Gross, to approve the following Operating Fund Schedule of Claims dated December 15, 2025. Carried 4-0.

**SCHEDULE OF
CLAIMS**

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

**FINANCIAL
REPORTS**

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

The Director informed the Board that this month she met with Mark Grossman to review our marketing and publicity strategies. She is excited to begin a new marketing campaign for the upcoming year. In addition, she reported that she has met with the applicants interested in operating the library café. Ms. Castro informed the Board that she attended a LILRC workshop regarding strategic planning best practices. She is currently working on a strategic plan outline for the library for the upcoming year and the workshop was very helpful. In addition, she participated in a SCLS workshop that focused on community partnerships. Ms. Castro informed the Board that she has been working with civil service and Access VR, an agency that helps with staff that require accommodations to obtain full time employment. Ms. Castro reported that she has been working closely with Tara D'Amato and the department heads on the new format for the newsletter and also reviewing the program information contained in the upcoming issue. Lastly the Director informed the Board that she has been reviewing the operations of the custodial staff.

DIRECTOR

The Assistant Director reported that she has been working on coordinating and implementing the new two-month newsletter schedule. This has

ASSISTANT

involved the complete redesign of the newsletter. This update will achieve a cost savings of approximately \$60,000 a year for printing and \$18,000 a year for postage. Ms. D'Amato informed the Board that she has been working closely with Kathi Bertos on the upcoming budget and trustee vote set for April 14th. The legal notice has been approved and the calendar of important dates has been finalized. Voter registration will take place Tuesday, April 7 and petitions to nominate a board member to run are due Monday, March 16th.

DIRECTOR REPORT

The Business Manager began his report by informing everyone that we have just successfully concluded another staff open enrollment period for health insurance. Additionally, we are just about wrapping up our flexible spending account open enrollment period for the 2026 calendar year. As we rapidly approach the end of calendar year 2025, several payroll related tasks are being worked on including: part-time vacation benefit calculations, holiday & longevity bonus calculations, 1096/1099 contractor reporting statements, staff W-2's and ACA annual reporting. Later this week, we will be hosting an account representative from The Equitable at all three library locations. This will give staff the opportunity to meet with them to discuss some retirement savings options that are made available through payroll deductions. Facilities wise, we performed some fire sprinkler testing and addressed an automated door issue that developed in the Adult Department at the main building. The Library made its scheduled bond referendum debt service payment earlier this month. Ongoing negotiations with the CSEA to extend the existing collective bargaining agreement will be officially voted on later at tonight's meeting. Finally, the Business Manager reported that the Library was selected as a participant in New York State's annual audit of their pension system. This requires us to gather certain employee census data as chosen by the audit firm so they can opine on the overall financial statements of the New York State & Local Retirement System (NYSLRS).

BUSINESS MANAGER

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

**PERSONNEL
CHANGES**

Motion by Gross, second by Ricciardi, to approve the subscription renewal with McKula Inc. at an annual cost of \$1,200.00. carried 4-0.

CONTRACTS

Motion by Kimmerling, second by Ricciardi, to ratify and approve the memorandum of agreement with the CSEA to extend the expiring contract by one additional year to June 30, 2027. Carried 4-0.

Motion by Gross, second by Kimmerling, to approve the agreement with Library Market to design and develop a new public website for the Mastics-Moriches-Shirley Community Library that will integrate with our existing Library Market product at a total one-time cost of \$24,900.00 as well as the annual maintenance and hosting fee of \$2,000.00. Carried 4-0.

Motion by Kimmerling, second by Gross, to close the Library on the following holidays: Martin Luther King Jr., Columbus Day and Veterans Day effective January 2026. Carried 4-0.

POLICIES

Motion by Gross, second by Kimmerling, to amend the Sundays that the Library facilities remain open for the next calendar year as follows: The last Sunday the Library will be open is May 03, 2026, and the first Sunday the Library will be open is September 20, 2026. Carried 4-0.

Motion by Ricciardi, second by Kimmerling, to approve the Board, Director, Assistant Director, Department Heads and/or designated staff to attend Library Advocacy Day in Albany on February 03, 2026. Carried 4-0.

**CONTINUING
EDUCATION**

Motion by Kimmerling, second by Gross, to move into Executive Session at 7:09 pm to discuss a CSEA contractual issue. Carried 4-0.

**EXECUTIVE
SESSION**

Motion by Gross, second by Kimmerling, to leave Executive Session at 7:10pm. Carried 4-0.

Motion by Kimmerling, second by Ricciardi, to move into Executive Session at 7:18 pm. Carried 4-0.

Motion by Gross, second by Kimmerling, to leave Executive Session at 7:36pm. Carried 4-0.

Motion by Ricciardi, second by Gross, to adjourn the meeting at 7:36pm. **ADJOURNMENT**
Carried 4-0.

Respectfully submitted by,

Madeline Stirber
Madeline Stirber