**MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY**

**MINUTES OF MAY 18, 2026 BOARD MEETING**

**CALL TO ORDER**

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

**PRESENT**

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

PERIOD OF PUBLIC EXPRESSION

**APPROVAL OF MINUTES**

Motion by Furnari, second by Ricciardi, to accept the minutes of the April 27, 2026 meeting of the Board of Trustees. Carried 5-0.

**SCHEDULE OF CLAIMS**

Motion by Gross, second by Kimmerling, to approve the following Operating Fund Schedule of Claims dated May 18, 2026. Carried 5-0.

**FINANCIAL REPORTS**

Motion by Kimmerling, second by Furnari, to approve the Operating Financial Report for April 2026. Carried 5-0.

Motion by Gross, second by Kimmerling, to approve the Capital Fund Financial Report for April 2026. Carried 5-0.

**DIRECTOR**

The Library Director began her report informing the Board that planning for the annual *William Floyd Alumni Author Event* has begun. The event was held in September last year but will be held on November 14$^{th}$ this year and everyone seems happy about the date change. Ms. Castro then reported that the details for the upcoming Staff Development Day have been finalized. The event will be similar to how a conference is organized. The day will begin with a welcome by administration, followed by departmental meetings and then afternoon training sessions. The Director then took a moment to introduce Patrick Murphy as the new Head Custodian of the Library. She continued with her report informing the Board that the Mastic Beach Branch refresh is close to completion. As she reported previously the carpets have been cleaned, furniture has been moved and shelving has been switched. She encouraged the members of the Board to stop down to the branch if they haven't done so already.

Lastly, Ms. Castro reported that she has been working on developing a new webpage and a new library logo which she will talk more about in executive session.

**ASSISTANT DIRECTOR REPORT**

The Assistant Director began her report informing the Board that despite a last-minute move from Moriches to the Main Building, Springfest was an amazing day. Over 370 patrons attended and everyone enjoyed a day filled with crafts and educational hands on learning. She thanked staff for coming together and providing the community with an exciting day despite the last-minute forecast change. She continued her report informing the Board that a Bike Rodeo was held at the Mastic Beach Branch. About 40 community members attended and enjoyed the obstacle course set up by staff in the parking lot where they could test their riding skills. Information on bike safety, including equipment such as helmets and locks, was provided by members of the local police. This was truly a team effort. Lastly Ms. D'Amato thanked Mark Grossman for all the public relations work he has been providing for the library. He has highlighted the café and our lobby artist receptions and all have been well received.

**BUSINESS MANAGER**

The Business Manager began his report informing the Board that we have been working on a few facilities issues. The filter was changed on the HVAC system and the spring clean ups (landscaping) have been completed at all three branches. In addition, Kathi has been working with Otis on obtaining a new service contract for the elevator. At Mastic Beach there have been on-going issues with the north door. The door is currently a wood door and we are looking to replace it with an aluminum door. Also, we have scheduled the annual back flow device testing which is required by Suffolk County. Mr. Nowak then continued his report informing the Board we have begun the renewal process for our general insurance policies which are due July 1st. The Business Manager then informed the Board that he is working on completing the NYSHIP audit. Mr. Nowak reported that we have collected approximately $4,500 in property tax receipts from the William Floyd School District for the month of April. Lastly, Mr. Nowak reported that we have started putting together the documents needed for the year-end financial audit for 2026. The auditors will be visiting in early June to begin preliminary fieldwork.

**PERSONNEL CHANGES**

Motion by Gross, second by Kimmerling, to approve the CS-150 report with the Director's recommended personnel changes. Carried 5-0.

**CONTRACTS**

Motion Ricciardi, second by Furnari, to approve the renewal agreement with Library Market at an annual cost of $2,000.00. Carried 5-0.

Motion Furnari, second by Kimmerling, to approve the agreement with Otis Elevator at an annual cost of $9,000.00. Carried 5-0.

Motion by Gross, second by Kimmerling, to approve the renewal agreement with When To Work at an annual cost of $1,944.00. Carried 5-0.

**POLICY**

Motion by Gross, second by Kimmerling, to approve the amended staff dress code policy of the Mastics-Moriches-Shirley Community Library. Carried 5-0.

**EXECUTIVE SESSION**

Motion by Kimmerling, second by Furnari, to move into Executive Session at 7:22 pm to discuss a personnel issue. Carried 5-0.

Motion by Furnari, second by Kimmerling, to leave Executive Session at 8:16 pm. Carried 5-0.

Motion by Gross, second by Furnari, to adopt the Section 75 resolution. Carried 5-0.

RESOLVED, that the Library Board hereby authorizes the appointment of Robert E. Draffin, as the Hearing Officer with respect to a disciplinary hearing pursuant to Civil Service Section 75 involving Employee #2965; and

BE IT FURTHER RESOLVED, that the Library Board hereby authorizes the suspension of this employee, including without pay for up to 30 days, pending the final determination of the disciplinary charges, effective on the day following service upon the employee of the charges.

**ADJOURNMENT**

Motion by Furnari, second by Ricciardi, to adjourn the meeting at 8:17 pm. Carried 5-0.

Respectfully submitted,

*Madeline Stirber*
Madeline Stirber, Secretary