

**MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY
(MASTIC RECREATION CENTER)**

MINUTES OF APRIL 29, 2024 BOARD MEETING

Trustee Maiorana called the meeting to order at 7:02 pm.

CALL TO ORDER

Present were Trustees Maiorana, Gross, Dubois, Furnari and Ricciardi, Director Rosalia, Assistant Director D'Amato, Business Manager Nowak and Secretary Stirber. Al Coster of Baldessari & Coster, LLP, Mark Grossman, Chris Barletta from Sandpebble attended as guests and Victor Canseco from Sandpebble attended via teleconference.

PRESENT

PERIOD OF PUBLIC EXPRESSION

Motion by Ricciardi, second by Gross, to accept the minutes of the March 25, 2024 Meeting of the Board of Trustees. Carried 5-0.

**APPROVAL OF
MINUTES**

Motion by Gross, second by Dubois, to approve the following Operating Fund Schedule of Claims dated April 29, 2024. Carried 5-0.

**SCHEDULE OF
CLAIMS**

Motion by Dubois, second by Ricciardi, to approve the Operating Financial Report for March 2024. Carried 5-0.

**FINANCIAL
REPORTS**

Motion by Gross, second by Dubois, to approve the Capital Fund Financial Report for March 2024. Carried 5-0.

Ms. Rosalia reported to the Board that we are still on schedule for a September opening of the main branch. She informed the Board that she is finalizing the furniture order and expects to complete the order very soon. At this time, we will just be ordering for the main branch. In addition, the Director is working with Dave Belmonte to confirm what technical equipment is needed at the main building. We have ordered all new computers and new audio-visual equipment for the large meeting room. The video wall is being wired and set up to have program information and community events displayed. Ms. Rosalia was happy to report that additional funding is being awarded to us in connection with the construction grant we received last year. Also, we will be applying for new grants in connection with the lot across

DIRECTOR

the street at Mastic Beach, as well as the Little Red Schoolhouse. We are eligible to apply for anything that has not been paid for by July 1. The Director then informed the Board that we are waiting for approval from the town for the planned site work. Ms. Rosalia reported that she is working on the proposal for café services at the main branch. Lastly, Ms. Rosalia informed the Board of trespassing concerns at both branches. The first is with the parking at Moriches. Masticon is being held this weekend from 12-4 pm. There is now a wine bar across the street with limited parking and there are concerns that the library parking lot may get the overflow. Legislator Jim Mazzearella has asked that gates be installed to close off the lot at the library but in the meantime, security will be asked to monitor the lot especially this weekend with such a large event. There is also an issue with the library sign on Neighborhood Road at the Mastic Beach Branch. Its become a hangout with people sitting on the bottom portion of the sign. Jim Mazzearella has informed us that there will soon be Suffolk County Police on foot patrol to move people along.

Ms. D’Amato reported to the Board that she continues to work on the safety training. Right now, she is focusing on the procedures for Code Adam, the new Library Behavior Policy and the procedures for lock in and lock out. Once all of the staff have attended the training sessions we will be planning actual drills for each emergency situation. We have a large amount of new staff and it is important that they are trained and become familiar with all of the procedures. The Assistant Director reported that the department heads are all getting ready for the “*Summer With Us*” events. They are organizing crafts and outdoor activities. Coming up this week is Masticon. This continues to be a huge event for the library with craft tables, exhibitions, food trucks and demonstrations throughout the day. The Assistant Director reported that she is currently booking bands for the Summer Concert Series and it will include 80’s music, an Eagles Tribute band and possibly a tango & salsa band. All of these events will be added to the Newsletter and web page once the dates are finalized.

**ASSISTANT
DIRECTOR**

Mr. Nowak introduced Al Coster from Baldessari & Coster, LLP. Mr. Coster then gave a summary of the FYE June 30, 2023, audit report. He stated as in the past years, the library has achieved the highest ranking, an unqualified audit opinion. Internal financial controls are up to top standards and rules are being followed.

**BUSINESS
MANAGER**

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

**PERSONNEL
CHANGES**

1. LinkedIn Learning for Library (formerly Lynda.com)

**CONTRACTS/
RENEWALS**

Motion by Furnari, second by Ricciardi, to approve the renewal of the agreement with LinkedIn Learning at a cost of \$13,125.00 for a one-year subscription. Carried 5-0.

2. ChargePoint, Inc.

Motion by Ricciardi, second by Gross, to approve the renewal of the agreement with ChargePoint at a cost of \$1,091.68 for a one-year subscription. Carried 5-0.

3. Dynaire Service Corporation

a. Motion by Furnari, second by Dubois, to approve the agreement with Dynaire for inspection and maintenance of the HVAC equipment located at the Mastic Beach branch at a cost not to exceed \$5,115.00 for a one-year term. Carried 5-0.

b. Motion by Dubois, second by Furnari, to approve the agreement with Dynaire for inspection and maintenance of the HVAC equipment located at the Moriches branch at a cost not to exceed \$5,115.00 for a one-year term. Carried 5-0.

4. Keane & Beane P.C.

Motion by Furnari, second by Dubois, to approve the appointment of Keane & Beane P.C. as the Library's professional labor counsel at a monthly retainer of \$2,041.67. Carried 5-0.

5. Suburban Turf & Scapes, Inc.

a. Motion by Gross, second by Dubois, to approve the agreement with Suburban Turf & Scapes for seasonal landscaping services at the Mastic Beach branch at a cost of \$360.00 per month with the option to select additional services as needed. Carried 5-0.

b. Motion by Gross, second by Dubois, to approve the agreement with Suburban Turf & Scapes for seasonal landscaping services at

the Moriches branch at a cost of \$1,200.00 per month with the option to select additional services as needed. Carried 5-0.

6. H2M Architects + Engineers

Motion by Furnari, second by Ricciardi, to approve the professional services agreement with H2M as it relates to the construction of an outdoor program space at Mastic Beach based on their design from October 2020 for a lump sum fee of \$56,700.00. Carried 5-0.

7. Vertical Transportation Experts

Motion by Gross, second by Dubois, to approve the agreement with Vertical Transportation Experts for the repair of the existing book lift at the main Library for an approximate labor cost of \$13,200.00, plus materials at cost plus 15%. Carried 5-0.

Motion by Furnari, second by Gross, to approve the attendance of the Board of Trustees, Director, Assistant Director, Department Heads and/or designated staff to attend the ALA Annual Conference, to be held June 27 - July 2, 2024 in San Diego CA, at a cost not to exceed \$4,000 per person. Carried 5-0.

**CONTINUING
EDUCATION**

Motion by Dubois, second by Furnari, to approve the proposed FY 2022-2023 audited financial statements as prepared by Baldessari & Coster, LLP. Carried 5-0.

**FYE JUNE 30, 2023
AUDIT REPORT**

Motion by Furnari, second by Dubois, to move into Executive Session at 8:02 pm to discuss a contractual issue. Carried 5-0.

**EXECUTIVE
SESSION**

Motion by Dubois, second by Furnari, to leave Executive Session at 8:25 pm. Carried 5-0.

Motion by Gross, second by Ricciardi, to adjourn the meeting at 8:26 pm. Carried 5-0.

ADJOURNMENT

Respectfully submitted by,

Madeline Stirber

Madeline Stirber, Secretary