

DRAFT

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

MINUTES OF MAY 20, 2024 BOARD MEETING

Trustee Maiorana called the meeting to order at 7:03 pm.

CALL TO ORDER

Present were Trustees Maiorana, Gross, Dubois, and Ricciardi, Director Rosalia, Assistant Director D’Amato, Business Manager Nowak and Secretary Stirber. Mark Grossman and Rick Wiedersum of H2M Architects attended as guests and Victor Canseco from Sandpebble attended via teleconference. Trustee Furnari arrived late.

PRESENT

PERIOD OF PUBLIC EXPRESSION

Motion by Gross, second by Dubois, to accept the minutes of the April 29, 2024 Meeting of the Board of Trustees. Carried 4-0.

**APPROVAL OF
MINUTES**

Motion by Gross, second by Ricciardi, to approve the following Operating Fund Schedule of Claims dated May 20, 2024. Carried 4-0.

**SCHEDULE OF
CLAIMS**

Motion by Dubois, second by Gross, to approve the Operating Financial Report for April 2024. Carried 4-0.

**FINANCIAL
REPORTS**

Motion by Ricciardi, second by Gross, to approve the Capital Fund Financial Report for April 2024. Carried 4-0.

Ms. Rosalia was excited to report that the construction fencing was removed at the main building and we are completing the final details of the interior space. She encouraged the trustees to pick a date so they can take a tour of the building very soon. The flooring and the light fixtures are all coming together. The main meeting room stage is complete and it will be stained in the near future. In addition, she was happy to report that the internal glass walls will be delivered and installed soon. The Director informed the trustees that we will be

DIRECTOR

reviewing colors this week for the perimeter shelving so we can get the order in as soon as possible. If the shelving is ordered we will be on target for the mid-August move in date. The shelving needs to be installed prior to moving in. We have a security guard at the building now that the fencing is down. Next the Director updated the trustees on the Neighborhood Road outdoor space. Rick Wiedersum reported that they have ordered a survey to ensure that we have all the information we need to work on the ground space. It is important that we know about the foundation, footings and any pipe materials. We are sending the letter of intent to the New York State Department of Education and once a project number is issued we can work to get the necessary permits to begin construction. Ms. Rosalia then thanked Lindsay Davis and her team of volunteers for the Saturday clean-up they participated in as part of the Great Brookhaven Clean-Up. The Director then reported that there is a motion tonight for Sandpebble regarding a new agreement outlining the updated costs for materials and personnel. Ms. Rosalia reported that the New York State Construction Grant opens again on July 1st. In this next grant cycle, we will be applying for grants for furniture, technology and smartboards. The Director then reported that we have a new program registration and room reservation system. Staff is working on training and working to insure a smooth transition. Ms. Rosalia then reported that on June 2nd the Literacy Celebration is taking place and all are welcome to attend and join in the festivities. Lastly the Director thanked the trustees for their attendance at recent SCLS trainings covering Artificial Intelligence, as well as at the Long Island Library Conference.

The Assistant Director began her report letting the trustees know that Summer With Us 2024 is all set for a June 25th kick-off. The departments have their programs, prizes and events planned. Each department has incentives for patrons to join the Summer Reading Club this year and we hope to have a record number of registrants. We are two months ahead in planning all outdoor activities with events at the local wine bar, fishing piers and Patriots Preserve. The outdoor concert series is just about confirmed and we are putting the finishing touches on the band schedule. There will be a total of six concerts and all will be listed in the newsletter.

**ASSISTANT
DIRECTOR**

The Business Manager informed the trustees of a few facility updates. He is happy to report that our landscaper has completed the spring clean-up at both branches. In addition, our HVAC systems and emergency generators have been serviced. Unfortunately, we have had overnight vandalism at the Mastic Beach Branch. The electrical outlets are being damaged overnight causing [certain] equipment to not operate properly. We are currently reaching out to see if we have to change the equipment or if it can be rewired or if the wiring can be bypassed in any way. Mr. Nowak then reported that a few weeks ago a tree fell on the fence at the Moriches branch. The estimate for the repair was \$1,215. Mr. Nowak informed the trustees that Governor Hochul has announced changes to the lactation law requiring employers to provide paid breaks. This change will be effective next month. Mr. Nowak then reported that the 2023-2024 audit is about to begin. Finally, the Business Manager reported that as of April 30th we have received 54% of the property tax receipts. On June 15th we will be making a principal and interest payment on both bond issuances. The Business Manager will be completing the update of the Library's census data for our other post-employment benefits actuarial valuation.

**BUSINESS
MANAGER**

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

**PERSONNEL
CHANGES**

Motion by Furnari, second by Gross, to approve the renewal agreement with WhenToWork, LLC at an annual cost of \$1,800.00. Carried 5-0.

**CONTRACTS/
RENEWALS**

Motion by Furnari, second by Ricciardi, to table the approval of the agreement with Sandpebble Preconstruction, Inc. for construction management services at our project site located at 366 Neighborhood Road in Mastic Beach at the following time and material rates:

- Project Manager \$144/hr.
- Assistant Project Manager \$100/hr.
- Field Project Manager \$144/hr.
- Operations Manager \$207/hr.
- Principal \$240/hr.
- Plus, project management fee at 0.8 times the total personnel time.
- These rates are subject to a yearly calendar increase in March of 7%.
- Miscellaneous materials, shipping charges, etc. @ cost plus 10%.

Carried 5-0.

Motion by Dubois, second by Gross, to approve the Board of Trustees, Director, Assistant Director, Department Heads and/or designated staff to attend the 26th Annual William Floyd Scholarship Fund Golf Tournament on August 12, 2024 at the Bellport Country Club at a dinner only cost of \$100.00 per person and to take a breakfast sponsorship in the amount of \$250.00. Carried 5-0.

**COMMUNITY
EVENT**

Motion by Gross, second by Ricciardi, to move into Executive Session at 7:46 pm to discuss a contractual issue. Carried 5-0.

**EXECUTIVE
SESSION**

Motion by Dubois, second by Furnari, to leave Executive Session at 8:14 pm. Carried 5-0.

Motion by Furnari, second by Gross, to adjourn the meeting at 8:14 pm. Carried 5-0.

ADJOURNMENT

Respectfully submitted by,

Madeline Stirber

Madeline Stirber, Secretary