

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

**MINUTES OF JULY 22, 2024 ORGANIZATIONAL MEETING**

Trustee Maiorana called the organizational meeting to order at 7:00 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. Mark Grossman and Chris Barletta from Sandpebble attended as guests. Rick Wiedersum of H2M Architects, attended via video teleconference. **PRESENT**

Motion by Gross, second by Furnari, to appoint Joseph Maiorana as President. Carried 5-0. **APPOINTMENT OF OFFICERS**

Motion by Dubois, second by Furnari, to appoint Wendy Gross as Vice President. Carried 5-0.

Motion by Dubois, second by Gross, to appoint Joseph Furnari as Clerk. Carried 5-0.

Motion by Gross, second by Furnari, to appoint Lorraine Squires as Treasurer. Carried 5-0. **APPOINTMENTS**

Motion by Furnari, second by Dubois, to appoint Kerrilynn Jorgensen as Assistant Treasurer. Carried 5-0.

Motion by Gross, second by Furnari, to appoint Joseph Schiano as Claims Auditor of the Mastics-Moriches-Shirley Community Library at a fee of \$6,000.00 per annum. Carried 5-0. **CLAIMS AUDITOR**

Motion by Ricciardi, second by Dubois, to appoint Kevin Seaman as the general legal counsel for the Mastics-Moriches-Shirley Community Library, at a semiannual retainer of \$9,000.00. Carried 5-0.

**ATTORNEYS**

Motion by Furnari, second by Ricciardi, to appoint Keane & Beane as labor legal counsel for the Mastics-Moriches-Shirley Community Library, at a monthly retainer of approximately \$2,042.00. Carried 5-0.

Motion by Dubois, second by Furnari, to appoint Baldessari & Coster LLP as the accounting firm for the Mastics-Moriches-Shirley Community Library at an annual fee of approximately \$25,000.00. In the course of this appointment the accounting firm shall review monthly accounting and financial reports, review internal accounting work performed, prepare the Library's annual state reports, provide accounting advice, and conduct the annual certified audit. The cost of any other extra work shall be negotiated by the Library Director and reported to the Board of Trustees. Carried 5-0.

**ACCOUNTANT**

Motion by Gross, second by Dubois, to appoint Joseph P. Price/Epic Brokers Cook Maran Agency as the Mastics-Moriches-Shirley Community Library's Insurance Agent. Carried 5-0.

**INSURANCE  
AGENT**

Motion by Ricciardi, second by Dubois, to appoint Chris Nowak as Records Management Officer. Carried 5-0.

**RECORDS  
MANAGEMENT**

Motion by Dubois, second by Furnari, to appoint Kerri Rosalia as the Custodian of Public Records and Freedom of Information Officer. Carried 5-0.

**CUSTODIAN OF  
PUBLIC  
RECORDS**

Motion by Furnari, second by Gross, to appoint Chris Nowak as the Affirmative Action Officer. Carried 5-0.

**AFFIRMATIVE  
ACTION OFFICER**

Motion by Furnari, second by Dubois, to designate Flushing Bank as legal depository of monies belonging to the Mastics-Moriches-Shirley Community Library of the Township of Brookhaven, County of Suffolk, State of New York, and that monies belonging to said Library shall be deposited in accordance with Library policy and General Municipal Law. Carried 5-0.

**DEPOSITORIES**

Motion by Gross, second by Furnari, to authorize Kerri Rosalia and Chris Nowak, Director, and Business Manager of the Mastics-Moriches-Shirley Community Library respectively, to negotiate jointly the purchase of investment vehicles for Library funds. Such investments shall be executed in accordance with Library policy and General Municipal Law. The Board of Trustees hereby designates as depositories of Library investments any financial institution which meets the criteria of the Library's investment policy and General Municipal Law for such investments. Preference however shall be given to institutions housed within the boundaries of the Library District. Carried 5-0.

**LIBRARY  
INVESTMENTS**

Motion by Dubois, second by Gross, to designate the *Long Island Advance* and *The South Shore Press*, as the newspapers which will carry required legal notices of the Mastics-Moriches-Shirley Community Library. Carried 5-0.

**OFFICIAL  
NEWSPAPERS**

Motion by Gross, second by Ricciardi, that the annual budget vote and trustee election will be held on Tuesday April 1, 2025. Carried 5-0.

**ANNUAL BUDGET  
VOTE AND  
TRUSTEE  
ELECTION**

Motion by Dubois , second by Gross, that petty cash funds be established as follows for FY 2024-2025:

**PETTY CASH FUNDS**

DEPARTMENT CUSTODIAN AMOUNT

Reference and Adult	Kerrilynn Jorgensen	\$100.00
Children & Parents’	Sylvia Maurer	\$100.00
Literacy Department	Lindsay Davis	\$100.00
CRS Department	Lorraine Squires	\$200.00
Business Office	Chris Nowak	\$150.00
Teen	Erika Irish	\$100.00
Information Technology	D. Belmonte	\$ 50.00

Carried 5-0.

Motion by Furnari, second by Gross, to reappoint Tara D’Amato as the Executive Director of the Community Library Friends of the Arts, Inc. of the Mastics-Moriches-Shirley Community Library at no fee. Carried 5-0.

**FRIENDS OF THE ARTS EXECUTIVE DIRECTOR**

Motion by Furnari, second by Gross, to reappoint the following as members of the Steering Committee of the Mastics-Moriches-Shirley Community Library Friends of the Arts, Inc. for FY 2024-2025: Michael Cordaro and Cynthia Sciacca. Carried 5-0.

**FRIENDS OF THE ARTS STEERING COMMITTEE**

Motion by Furnari, second by Dubois, to appoint Lindsay Davis as the Executive Director of the Community Family Literacy Project. Inc., at no fee. Carried 4-0.

**FAMILY LITERACY PROJECT EXECUTIVE DIRECTOR**

Motion by Gross, second by Furnari, to appoint the following as members of the Steering Committee of the Community Family Literacy Project for FY 2024 - 2025: Diana Davies, Michele DelMonte, Kerrilynn Jorgensen, Luz Gonzalez, Karen Dunne Kesnig and James Mazzarella. Carried 5-0.

**FAMILY LITERACY PROJECT STEERING COMMITTEE**

Motion by Gross, second by Dubois, to maintain a reserve fund of approximately \$5,000.00 for the Mastics-Moriches-Shirley Community Library to pay current claims for unemployment as presented. Carried 5-0.

**UNEMPLOYMENT  
INSURANCE  
ACCOUNT**

Motion by Gross, second by Ricciardi, to maintain a reserve fund in the amount of \$555,555.00 for the Mastics-Moriches-Shirley Community Library to pay vacation and sick pay to resignees/retirees, if necessary. Carried 5-0.

**VACATION AND  
SICK PAY  
ACCOUNT**

Motion by Furnari, second by Gross, to adjourn the organizational meeting at 7:13 pm. Carried 5-0.

**ADJOURNMENT**

Respectfully submitted by,

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Madeline Stirber, Secretary