

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

**MINUTES OF OCTOBER 28, 2024 BOARD MEETING**

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

**CALL TO ORDER**

Present were Trustees Maiorana, Gross and Ricciardi, Director Rosalia, Assistant Director D’Amato, Business Manager Nowak, and Secretary Stirber. Mark Grossman attended as a guest. Rick Wiedersum of H2M Architects attended via video teleconference. Trustee Furnari arrived late.

**PRESENT**

**PERIOD OF PUBLIC EXPRESSION**

Motion by Gross, second by Ricciardi, to accept the minutes of the September 23, 2024 Regular Meeting of the Board of Trustees. Carried 3-0.

**APPROVAL OF  
MINUTES**

Motion by Ricciardi, second by Gross, to approve the following Operating Fund Schedule of Claims dated October 28, 2024. Carried 3-0.

**SCHEDULE OF  
CLAIMS**

Motion by Gross second by Ricciardi, to approve the Operating Financial Report for September 2024. Carried 3-0.

**FINANCIAL  
REPORTS**

Motion by Ricciardi, second by Gross, to approve the Capital Fund Financial Report for September 2024. Carried 3-0.

The Director began her report with an update of the main building. She reported that the last shelving units were delivered Thursday and once assembled the final items of the collection will be shelved. The Children’s and Parents’ Services collection is mostly completed but the Adult Department collection will need to be indexed and shelved. Additional staff will be on premises to facilitate this process. In addition, the screen video wall monitors will be installed soon and

**DIRECTOR**

additional furniture is being delivered and installed this week. Dave Belmonte is working on acquiring a PA system that can attach and operate with our phone system. Computers are being installed where there are desks. The security system and cameras are also being installed. As was mentioned last month, the windows are in the process of being replaced. The windows had a streak that was a manufacturing defect and they are under warranty. The café is moving forward and later in the meeting Rick will speak about that. Ms. Rosalia reported that now that the opening is within sight she is working on a plaque to commemorate the completion of the project and the opening of the building. The Director continued stating that she is working on the public relations aspect of the opening, including finalizing the opening date (possibly November 23<sup>rd</sup>), and stressing the importance of understanding what will be ready and what designing issues might still need to be completed. While 85%-90% of the work is done there are still a few open items. There is some furniture that is being delayed so we might need to pull in some old furniture. The opening event will be a one-time occasion where we will have the opportunity to show the community this incredible building. We will need to pinpoint a date and invite public officials who will need a bit of notice. We have not received the C/O yet but expect it any day.

Ms. D'Amato reported that the last month we had more than usual security incidents. Most of them involved bad behavior by teenagers, including assaulting a staff member. The main concern is in Mastic Beach. We have held meetings post incident with all staff members involved to gather information to see how the situation started, how it was handled and resolved. The Assistant Director expressed that she was proud of the staff and that they followed protocol and contacted law enforcement. This increase is very upsetting and Ms. D'Amato is continuing to train new staff through a security orientation. Lastly, she reported in all instances communication was excellent and all resources will be used to insure safety in the library.

**ASSISTANT  
DIRECTOR**

The Business Manager began his report informing the Board that we have been working this past month with the New York State Employee Retirement System on transitioning to Enhanced Reporting. This update means that everyone will be reported, not just active members but non-members as well. This has been a multi-year endeavor and we are excited to be close to a conclusion. Mr. Nowak continued with his report informing the Board that he has been working on receiving the C/O and working with the school district on obtaining access to NYSED. The Business Manager then reported that he and Steve Burg attended HVAC training for the main building with the contractor. It is unfortunate but the system at the main building is very complex. There are many variables that impact the climate control settings. The landscaping is completed at the main building and it looks amazing. The irrigation and the hydro seeding will guarantee it remains hardy through the winter. Mr. Nowak then reported that we continue to have problems with the automated doors at the Mastic Beach Branch. The problems are costly to repair and currently the part not working is on order. This is the second time we have had an issue with the doors. The doors operate on arms as opposed to a sliding mechanism. The Business Manager then reported that we are waiting for the deed to the Little Red Schoolhouse working with the attorney and the county clerks office. He then reported that the business office is busy packing to move back to the main building. Mr. Nowak then informed the Board that the union is assembling updated CSEA booklets. Lastly, he reported that November 1<sup>st</sup> starts the open enrollment period for flexible spending and health insurance benefit plans.

## **BUSINESS MANAGER**

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

## **PERSONNEL CHANGES**

### 1. Niche Academy

Motion by Ricciardi, second by Furnari, to approve our contract with Niche Academy for their online tutorial service at an annual cost of \$1,920.00. Carried 4-0.

## **CONTRACTS/ RENEWALS**

### 2. KnowBe4

Motion by Furnari, second by Gross, to approve our contract with KnowBe4 for their online staff training service at an annual cost of \$6,645.08. Carried 4-0.

3. South Shore Press LLC

Motion by Furnari, second by Gross, to approve our ad package agreement with The South Shore Press LLC at a weekly cost of \$962.00 per issue for a period of 52 weeks. Carried 4-0.

Motion by Furnari, second by Gross, to accept the resignation of Michael Dubois and to appoint Nancy Kimmerling in his place effective October 28, 2024 through the next regularly scheduled election of the board of trustees. Carried 4-0.

**TRUSTEE  
VACANCY**

Motion by Furnari, second by Gross, to move into Executive Session at 7:34 pm to discuss a contractual issue. Carried 4-0.

**EXECUTIVE  
SESSION**

Motion by Gross, second by Furnari, to leave Executive Session at 9:17 pm. Carried 5-0.

Motion by Gross, second by Ricciardi, to adjourn the meeting at 9:17 pm. Carried 5-0.

**ADJOURNMENT**

Respectfully submitted by,

Madeline Stirber

Madeline Stirber, Secretary