

DRAFT

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY

MINUTES OF DECEMBER 16, 2024 BOARD MEETING

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

CALL TO ORDER

Present were Trustees Gross, Furnari, Ricciardi and Kimmerling, Director Rosalia, Assistant Director D’Amato, Business Manager Nowak, and Secretary Stirber. Chris Barletta and Mark Grossman attended as guests. Victor Canseco of Sandpebble attended via video teleconference.

PRESENT

PERIOD OF PUBLIC EXPRESSION

Motion by Furnari, second by Kimmerling, to accept the minutes of the November 24, 2024 Regular Meeting of the Board of Trustees. Carried 4-0.

**APPROVAL OF
MINUTES**

Motion by Ricciardi, second by Furnari, to approve the following Operating Fund Schedule of Claims dated December 16, 2024. Carried 4-0.

**SCHEDULE OF
CLAIMS**

Motion by Furnari second by Kimmerling, to approve the Operating Financial Report for November 2024. Carried 4-0.

**FINANCIAL
REPORTS**

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

The Director was happy to report that everyone loves working in the new building. The community members are visiting and all feedback has been positive. Ms. Rosalia reported that each department is settling into their space and there have been a few bumps in the road as there would be with any new space. There have been elevator issues with a loose ground wire that has been resolved. Also, the windows are being replaced and the weather seals tested. The Director was happy to report that everyone is back to work in the buildings and she is meeting with staff going over safety and security concerns that they have mentioned. Staff is concerned in particular at Mastic Beach about incidents that may have taken place prior to them reporting for work. There is now a log that employees can view for information and patterns of behavior. There has been a discussion on a Rave Panic Button, a staff assist button in cases where picking up the radio or phone might not be appropriate. SCLS had a demonstration for work place safety and it seems this might add another layer to help staff feel more comfortable. Union members are on board for the first level of employee training. Ms. Rosalia continued with her report informing the board that she is working with Michael Bogin on preparing a survey to get feedback from patrons on services and programs. They are working to put the patron feedback in a format that will help us establish a long-range plan. The Director then encouraged all to sign up for the advocate for libraries by meeting with local representatives to discuss budget issues, construction aid and anything new that is coming down the path for libraries. Ms. Rosalia then reported that Mark Grossman has been working with the Long Island Advance, LI Times and other local publications to spread the word on the opening of the new library.

DIRECTOR

The Assistant Director reported that she has been working with the departments to hire staff for the three buildings. She continued her report by reporting that all security guards have been trained and their security codes have been issued. Ms. D'Amato reported that a concern that new staff have is that they have a hard time identifying who is in charge of the building. She is working with the departments to have an online schedule that will show who is the person in charge. In addition, Ms. D'Amato is working with first responders to take a walk through the building to see the layout and to see what is expected should an emergency occur. Lastly Ms. D'Amato is planning a staff training event with speakers for January.

**ASSISTANT
DIRECTOR**

The Business Manager informed the Board that we have spent the last month transitioning from the trailer to the office at the main building. Mr. Nowak then reported that everything is up to speed now and any glitches have been ironed out in the process. He reported that the office is extremely busy with Kathi ordering more items than usual and Lyn working with civil service to staff the three locations. We lost our long-time civil service representative and we are now working with a new representative who is not as familiar with the library. The Business Manager then reported that Chris Barletta has been assisting with the latest FOIL request. The records and files have all been located and are in the cloud Drop Box. This month's Profit & Loss Statement includes 90% of the New York State Grant and the final 10% will be received soon. We are awaiting funds from the school district for our property tax revenues. The Knox Box has been installed on the south side of the building by the staff entrance. This is so there would be no damage to the building or the doors should the fire department need to respond to an emergency. Mr. Nowak then reported that we are setting up snow removal for the three sites and obtaining updated insurance certificates. Lastly Mr. Nowak informed the board that this time of year means we are in the middle of open enrollment for health insurance and flexible spending, preparing the 1099's, calculating the holiday bonus, longevity and new part-time vacation benefits.

**BUSINESS
MANAGER**

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

**PERSONNEL
CHANGES**

Motion by Furnari, second by Kimmerling, to approve the subscription renewal with McKula Inc. at an annual cost of \$1,200.00. Carried 4-0.

**CONTRACTS/
RENEWALS**

Motion by Furnari, second by Ricciardi to adopt the makerspace policy of the Mastics-Moriches-Shirley Community Library as presented and amended this day. Carried 4-0.

POLICY

Motion by Furnari, second by Kimmerling, to ratify the Board, Director, Assistant Director, Department Heads and/or designated staff's attendance at The Mastics and Shirley Chamber of Commerce 2024 Installation of Officers Dinner at La Buena Vida Restaurant on December 19, 2024 at a cost of \$45.00 per attendee. Carried 4-0.

COMMUNITY EVENT

Motion by Furnari, second by Kimmerling, to move into Executive Session at 7:40 pm to discuss a contractual issue. Carried 4-0.

**EXECUTIVE
SESSION**

Motion by Furnari, second by Ricciardi, to leave Executive Session at 8:25 pm. Carried 4-0.

Motion by Kimmerling, second by Ricciardi, to adjourn the meeting at 8:25 pm. Carried 4-0.

ADJOURNMENT

Respectfully submitted by,

Madeline Stirber

Madeline Stirber, Secretary