

**DRAFT**

**MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY**

**MINUTES OF JANUARY 27, 2025 BOARD MEETING**

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

**CALL TO ORDER**

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

**PRESENT**

**PERIOD OF PUBLIC EXPRESSION**

Motion by Gross, second by Kimmerling, to accept the minutes of the December 16, 2024 Regular Meeting of the Board of Trustees. Carried 4-0.

**APPROVAL OF  
MINUTES**

Motion by Kimmerling, second by Ricciardi, to approve the following Operating Fund Schedule of Claims dated January 27, 2025. Carried 4-0.

**SCHEDULE OF  
CLAIMS**

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

**FINANCIAL  
REPORTS**

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

## **DIRECTOR**

The Director began her report thanking Mark Grossman for the extensive publicity we received in the community regarding the opening of the new building. We received excellent coverage in Moriches and Patchogue as well. Ms. Rosalia expressed interest in compiling all of the coverage and storing in the Local History Room. The Director continued her report informing the board that she worked with Chris Kemper on a literacy grant. Unfortunately, the grant was very competitive and we were not chosen. We put in a good effort and all of our statistics are up to date. Not receiving a grant is not a failure and ultimately, we will apply again. Ms. Rosalia then reported an update of the Café. The electric is complete and the plumbing will be completed this week. The equipment has begun to arrive and is being installed and they have hired staff. They are trying to open in March with a trial run for staff prior to that. Ms. Rosalia reported that she is working on the February 7<sup>th</sup> staff training event. We have a committee working on speakers for the event and organizing a staff dinner. The Director informed the board that she has been working on the Mastic Beach property as well as the Little Red Schoolhouse. She continued with her report informing the board that there is a motion in tonight's meeting packet to approve exceeding the 2% Property Tax Cap established by the State. The Director then discussed the possibility of moving the budget vote to later in the month of April. Deadlines are approaching and we would have to have the budget approved for the March newsletter. If the vote was moved to April 22<sup>nd</sup> the timeline would be adjusted and we would have time to publish and approve. Lastly, Ms. Rosalia acknowledged the retirement this week of James Mosby. James has been a security guard here for over twenty years and has always been a calming presence in the library. Congratulations to James!

The Assistant Director reported that she has been working with the department heads to hire new staff for the three buildings. The new salaries have provided us with a new caliber of applicants as well as an increase in applicants. Now that we are in the first month of the new year, Michael Griffin, our security advisor, is working on setting in place the safety training protocol. Now that we have a large number of new staff that have not attended a training event we will be organizing several different sessions for March. We are also working with the fire department and ambulance companies to include AED training and CPR and infant CPR training. The fire department completed a very thorough walk through of the new building. They checked their radios and our sprinklers. They were excited about the renovations. They want two keys posted in the Knox Box and in the event of an emergency would like three people at each entrance. Their two-way radios cut in and out which they said is common in cement buildings. They discussed having a GPS and computer-based system of our electronic floor plan available. Ms. D'Amato informed the board that she is researching a radio repeater grant available to community organizations.

**ASSISTANT  
DIRECTOR**

Mr. Nowak began his report informing the board that all staff have been issued their W-2 Statements for calendar year 2024. In addition to mailing paper copies, digital copies are available. As Tara mentioned we have been on boarding the new staff members. Mr. Nowak reported that we have completed calculating and distributing the longevity, as well as the salary adjustment to increase minimum wage from \$16.00 to \$16.50. The 2024 1099's were filed last week and the 1095's for calendar year 2024 are in process of being prepared. The Business Manager continued with his report informing the board that the New York State School District Public Libraries Annual Report is currently being prepared online and we are working getting the financial information sections updated with our accounting firm. Kathi Bertos was successful in coordinating with Rudy Sundermann's office and the Knox Box is operational on the side of the building. The Business Manager reported that after passing all inspections and examinations the highway department has returned the \$51,000 that was being held in escrow. The annual retirement system contribution is being paid this month and will be seen in the reports for next month's meeting. As Kerri mentioned earlier, the State announced the 2% tax cap recently and there will be a motion to exceed that number later in the meeting. Mr. Nowak mentioned that last year we exceeded the tax cap as well and had a successful budget vote. Mr. Nowak then informed the board that the defective windows are being replaced

**BUSINESS  
MANAGER**

but due to the cold temperatures last week it was postponed to next week.

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

**PERSONNEL  
CHANGES**

Motion by Ricciardi, second by Gross, to approve the Director, Assistant Director, Department Heads and/or designated staff to attend Library Advocacy Day in Albany on February 05, 2025. Carried 4-0.

**CONTINUING  
EDUCATION**

Motion by Gross, second by Kimmerling, to approve the Board of Trustees, Director, Assistant Director, Department Heads and/or designated staff to attend the Computers in Libraries conference in Arlington, VA from March 25 – March 27, 2025 at a cost not to exceed \$3,550.00 per person. Carried 4-0.

Motion by Ricciardi, second by Kimmerling, to approve the annual renewal subscription for the Library's text a librarian application with Mosio, Inc. at a cost of \$1,999.00. Carried 4-0.

**CONTRACTS/  
RENEWALS**

Motion by Gross, second by Ricciardi, to approve the annual renewal subscription for the Library's Freegal music download & streaming service with Library Ideas, LLC at a cost of \$11,638.00. Carried 4-0.

Motion by Gross, second by Kimmerling, to approve the annual agreement with The Griffin Group Global, LLC for safety and security training covering the Library's three facilities at a cost of \$6,300.00. Carried 4-0.

Motion by Kimmerling, second by Ricciardi, to amend the Section 403(b) Non-ERISA Base Plan of the Mastics-Moriches-Shirley Community Library as adopted on January 01, 2009 as follows:

**POLICY**

- a. Authorize the Library Director to execute the necessary documents to add Equitable Advisors, LLC to the Library’s “Funding Vehicle Addendum” dated January 01, 2009.
- b. Under Paragraph D, amend section 2.2.2(b) to allow Roth 403(b) deferrals effective February 01, 2025.
- c. Under Paragraph G, amend section 2.5.8 to add option ‘b’ which states that “Hardship distributions of Roth 403(b) Deferrals are permitted.”

Carried 4-0.

Motion by Gross, second by Kimmerling, to approve the following resolution,

**PROPERTY TAX  
CAP/FYE 2026**

RESOLVED, that the Board of Trustees of the Mastics-Moriches-Shirley Community Library elects to adopt a budget exceeding the State established Tax Cap 2% increase for the 2025-26 fiscal year by a 60% majority vote of the sitting Trustees.

Carried 4-0.

Motion by Ricciardi, second by Gross, to approve the Board of Trustees, Director, Assistant Director, Department Heads and/or designated staff to attend the Sons & Daughters of Italy in America Dr. Calabro Lodge first annual scholarship gala dinner honoring Legislator James Mazarella and Town Supervisor Dan Panico on February 02, 2025 at the Sunset Harbour at a DINNER ONLY cost of \$125.00 per person and to sponsor a journal ad in the amount of \$175.00. Carried 4-0.

**COMMUNITY  
EVENT**

Motion by Gross, second by Kimmerling, to move into Executive Session at 7:39 pm to discuss a contractual matter. Carried 4-0.

**EXECUTIVE  
SESSION**

Motion by Gross, second by Kimmerling, to leave Executive Session at 8:05 pm and return to public session. Carried 4-0.

- a. Motion by Gross, second by Kimmerling, to approve the demolition and removal work at the Moriches Branch at a total cost of \$7,954.24 with Unitech Services Group. Carried 4-0.
- b. Motion by Ricciardi, second by Kimmerling, to change the budget and trustee vote to April 22, 2025 and to change the budget hearing date to April 8, 2025. Carried 4-0.
- c. Motion by Gross, second by Kimmerling, to approve the revised invoice from H2M Architects and Engineers in the amount of \$33,125.00. Carried 4-0.

Motion by Gross, second by Kimmerling, to adjourn the meeting at 8:06 pm. pm. Carried 4-0.

**ADJOURNMENT**

Respectfully submitted by,

Madeline Stirber

Madeline Stirber, Secretary