

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY

MINUTES OF FEBRUARY 25, 2025 BOARD MEETING

Trustee Maiorana called the meeting to order at 7:01 pm.

CALL TO ORDER

Present were Trustees Maiorana, Gross, Ricciardi and Kimmerling, Director Rosalia, Assistant Director D’Amato, Business Manager Nowak and Secretary Stirber. Trustee Furnari arrived late. Al Coster of Baldessari & Coster, LLP and Mark Grossman attended as guests.

PRESENT

PERIOD OF PUBLIC EXPRESSION

Motion by Gross, second by Kimmerling, to accept the minutes of the January 17, 2025 regular meeting of the Board of Trustees. Carried 4-0.

**APPROVAL OF
MINUTES**

Motion by Ricciardi, second by Gross, to accept the minutes of the February 7, 2025 special meeting of the Board of Trustees. Carried 4-0.

Motion by Kimmerling, second by Gross, to accept the minutes of the February 10, 2025 special meeting of the Board of Trustees. Carried 4-0.

Motion by Gross, second by Kimmerling, to approve the following Operating Fund Schedule of Claims dated February 25, 2025. Carried 4-0.

**SCHEDULE OF
CLAIMS**

Motion by Kimmerling, second by Ricciardi, to approve the Operating Financial Report for January 2025. Carried 4-0.

**FINANCIAL
REPORTS**

Motion by Ricciardi, second by Gross, to approve the Capital Fund Financial Report for January 2025. Carried 4-0.

Ms. Rosalia reported that we are continuing to evaluate the issues occurring at the Mastic Beach Branch. The Director reported that we have decided to rearrange the furniture in the branch so that the patrons can easily be seen. We have placed a podium in the adult area so that security can keep an eye on the department. Ms. Rosalia continued with her report informing the Board that presented in tonight's packet is an updated Computer Use Policy for the Library. This update includes limiting patrons to signing up for one session at a time. Staff can override and extend the time individually, if necessary. Also included in the policy is language to tighten up procedures to use computer equipment. The policy will specifically require that in order to use the computers you must be over 18 years of age and you must have picture identification. In addition, on the outside of the building the modified fencing has been installed. This will keep people off the Library name sign but unfortunately now people are leaning against it. We would like to request that the public policy include no hoods inside the building. This update is common in schools and will help us to identify a person when an incident does occur. The Director also suggested that signage and hand outs highlighting these new requirements be made available. Ms. Rosalia reported that the Café is slated to open March 1st. Beverages and snacks are stocked and the vendor's staff are being trained. Details regarding technology, garbage disposal and staff breaks are being worked through. The Director informed the Board that the second set of sliding doors were installed in meeting room B. She informed the Board that candidates are being interviewed for the Head Custodian position. Lastly, Ms. Rosalia invited the Board to attend the Manor Park Civic meeting on March 19th at the Mastic Fire Department to discuss this year's budget.

DIRECTOR

The Assistant Director informed the Board that she has been working on preparing for the budget vote and finalizing the legal notices. The next important date is April 8th which is the budget hearing. Ms. D'Amato informed the Board that she has been working on updating the 2025 dates for the budget and trustee vote on the library webpage and in the newsletter. The Assistant Director reported that other libraries are directing patrons to go directly to their web page for the vote information. Ms. D'Amato reported that March 17th is the print date for the April Newsletter. The Assistant Director reported that the Chamber of Commerce has received a cultural arts grant and they will be funding the summer concert series. She is hoping this collaboration will bring more community connection. Lastly, she reported that all new staff will attending security training in the upcoming month.

**ASSISTANT
DIRECTOR**

Mr. Nowak introduced Al Coster from Baldessari & Coster, LLP. Mr. Coster then gave a summary of the FYE June 30, 2024, audit report. He stated as in the past years, the library has achieved the highest ranking, an unqualified audit opinion. Internal financial controls are up to standards and rules are being followed.

**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 Gross, second by Furnari, to approve the agreement with Dynaire Service Corporation from March 2025 through February 2026 at an annual cost of \$15,840.00. Carried 5-0.

**CONTRACTS/
RENEWALS**

Motion by Gross, second by Kimmerling, to approve the proposed FY 2023-2024 audited financial statements as prepared by Baldessari & Coster, LLP. Carried 5-0.

**FYE JUNE 30, 2024
AUDIT REPORT**

Motion by Kimmerling, second by Ricciardi, to approve the amended *Computer Use* policy as presented by Director Rosalia. Carried 5-0.

POLICY

Motion by Furnari, second by Gross, to approve the following core election officials (subject to availability/substitution) for the 2025 budget vote at the remuneration rate of \$16.50 per hour:

**LIBRARY BUDGET
VOTE & ELECTION
WORKERS**

Registrar(s) April 15, 2025 9am – 9pm

Ceil Prevete (Coordinator)

Election Inspectors April 22, 2025 9am – 9pm

Ceil Prevete (Coordinator)

Carmen Murphy

Noreen Bautista

Lina Tjondro

Michael Donohue

Tracy Passaro

Maris Raineri

Diane Colorio

Motion by Furnari, second by Kimmerling, to move into Executive Session at 7:28 pm to discuss a contractual issue. Carried 5-0.

**EXECUTIVE
SESSION**

Motion by Kimmerling, second by Gross, to leave Executive Session at 8:10 pm. Carried 5-0.

Motion by Gross, second by Ricciardi, to adjourn the meeting at 8:10 pm. Carried 5-0.

ADJOURNMENT

Respectfully submitted by,

Madeline Stirber

Madeline Stirber, Secretary