

**OFFICIAL MINUTES
NORTH BABYLON PUBLIC LIBRARY
BOARD OF TRUSTEE PUBLIC MEETING
July 21, 2026 @ 6:00PM**

ATTENDEES: Tory Hare, Board of Trustee President
Ira Hester, Board of Trustee Vice President
Laurie Atlas, Board of Trustee Secretary
Theresa DeBlasi, Board of Trustee Assistant Secretary
Patricia Ziegler, Financial Trustee
Maureen Nicolazzi, Librarian III
Lisa Martin, Administrative Assistant

Additional

Attendees: Stephen Burg, 2 Patrons, 5 Staff Members

ABSENTEES: None

CALL TO ORDER: At 6:16PM, Ms. Hare, Board of Trustee President, called the meeting to order.

OFF AGENDA: Ms. Hare thanked the Board for the honor of being re-elected President of the North Babylon Public Library Board of Trustees. She also expressed her appreciation to her fellow Board members and staff for their dedication throughout the search process for the new Library Director. After a challenging year and a careful, comprehensive search, the Board is excited to welcome Mr. Stephen Burg as the new Director for the North Babylon Public Library. Mr. Burg will officially begin his role on Monday, August 17, 2026, and the Board looks forward to his leadership and contributions to the library community.

REMARKS FROM GUESTS: Guest one stated she had questions on the Financial Report and was advised the forum is for remarks only and can email and/or use the suggestion box to correspond with the Board. An email address was provided. The same guest stated she is glad to see the new Director and she has already seen positive changes at the Library and is hoping to see more. Mr. Burg addressed those in attendance advising them he hopes to bring the highest standards of library service to the community. Guest one also advised the Board that it was sad we let go of a staff member and that the culture of the library has been an issue for years. She was immediately advised by the Board that she was misinformed and that the only staff to leave the library was voluntary.

DRAFT MINUTES FROM June 16, 2026 Meeting:

It was moved by Mr. Hester, seconded by Ms. DeBlasi to approve the prior meeting minutes from June 16, 2026 Board Meeting.

Ayes 4. Nays 0. Motion carried.

CONSIDERATION OF THE TREASURERS' JUNE 2026 REPORTS TO INCLUDE

A) CULTURAL PROGRAMMING FUND

B) LIBRARY FUND

It was moved by Mr. Hester, seconded by Ms. DeBlasi to approve the June 2026 Cultural Programming Fund and the June 2026 Library Fund.

Ayes 4. Nays 0. Motion carried.

OFFICIAL MINUTES
NORTH BABYLON PUBLIC LIBRARY
BOARD OF TRUSTEE PUBLIC MEETING
July 21, 2026 @ 6:00PM

CONSIDERATION OF THE JUNE 2026 FINANCIAL REPORTS:

It was moved by Mr. Hester, seconded by Ms. Ziegler to approve the June 2026 Financial Reports.

- Mr. Hester questioned why there are no dates on the financial report, Ms. Nicolazzi advised that is intentional per the auditors.

Ayes 4. Nays 0. Motion carried.

CONSIDERATION OF THE DIRECTORS JUNE 2026 STATISTICAL REPORT:

Noted.

APPROVAL OF BILLS – AUTHORIZATION OF PAYMENT NO. 920 and NO. 921 FOR JUNE 2026:

It was moved by Mr. Hester, seconded by Ms. Atlas to approve the June 2026 Authorization of Payment No. 920 and No. 921.

- It was questioned why Check # 46916 in the amount of \$5,209.00 was made out to the Library. Ms. Waldvogel, the bookkeeper, advised from the audience that was from sales made at the Circulation Desk for tickets, etc for the Cultural Programming Fund.

Ayes 4. Nays 0. Motion carried.

APPROVAL OF DISBURSEMENTS FOR JULY 2026 CULTURAL PROGRAMMING FUND:

It was moved by Mr. Hester and seconded by Ms. Atlas to approve the July 2026 Cultural Programming Fund Disbursements.

Ayes 4. Nays 0. Motion carried.

COMMUNICATION:

Ms. Nicolazzi notes we received a thank your from the couple who took their engagement photos at the Library, Bird Backpacks are in! She also stated the NYS Annual report for Public & Association Libraries for 2025 was completed and Kirsten Torgersen, Librarian II, was a tremendous help in completing that in a timely and accurate fashion.

OLD BUSINESS:

None.

NEW BUSINESS:

A. Consideration to approve Tracsystems Annual Maintenance Renewal (Exhibit A)

- It was moved by Mr. Hester, seconded by Ms. Ziegler to approve the invoice for renewal from Tracsystems.

• Mr. Hester questioned if we will have to pay the late fee and was advised no, it is not late.

Ayes 4. Nays 0. Motion carried.

B. Review of the 2026-27 Salary Increases (Exhibit B)

- No action needed

OFFICIAL MINUTES
NORTH BABYLON PUBLIC LIBRARY
BOARD OF TRUSTEE PUBLIC MEETING
July 21, 2026 @ 6:00PM

C. Consideration to approve Finance Manager 2026-27 Annual Maintenance Agreement (exhibit C)

- It was moved by Mr. Hester, seconded by Ms. Atlas to approve the Finance Manager 2026-27 Annual Maintenance Agreement.
 - Mr. Hester questioned what this was, advised it is the software for HR and Payroll
- Ayes 4. Nays 0. Motion carried.**

D. Approval to create the position of Assistant Library Director

- It was moved by Ms. DeBlasi to recreate the position of Assistant Library Director, seconded by Ms. Atlas.
- Ayes 4. Nays 0. Motion carried.**

E. Review of the NYS Annual Report for Public and Association Libraries (exhibit D)

- No action needed
 - Ms. DeBlasi stated on section 1.41 that you could not see the "yes" and was advised by Ms. Nicolazzi this was just the way it printed.

DIRECTOR'S REPORT

- Ms. Nicolazzi shared Summer is super busy, foot traffic is high & the Children's room has been bustling with families. The Library added the Lt. P. Murphy Navy Seal museum pass, Adventureland tickets were raffled off, our first outdoor movie is August 17th and Escape Rooms are coming!
 - Ms. DeBlasi questioned how the Children's room handles all the students, she was advised Ms. Arena invites the pre-k age children in and Ms. Famiglietti makes school visits.
 - Mr. Hester questioned how often our Safety Committee will meet, he was advised quarterly, at least.

DEPARTMENT HEAD REPORTS

- No questions

REMARKS FROM GUESTS:

- Guest 2 questioned the posting of Exhibit D.

FUTURE MEETING DATES ADOPTED:

- Tuesday, August 18, 2026 @ 6PM
- Tuesday, September 15, 2026 @ 6PM
- Tuesday, October 20, 2026 @ 6PM

Motion to move to Executive Session by Ms. Atlas, seconded by Mr. Hester to discuss personnel matters in regards to the employment history of a particular person or persons @ 6:43PM.

EXECUTIVE SESSION

- At 7:01PM Executive Session ended and Open Session resumed.

RESOLUTION

OFFICIAL MINUTES
NORTH BABYLON PUBLIC LIBRARY
BOARD OF TRUSTEE PUBLIC MEETING
July 21, 2026 @ 6:00PM

- The Library Board approved the hiring of a New Library Director with a start date of August 17, 2026. **RESOLVED, the Library Board approved the appointment of a New Library Director. Motion made by Mr. Hester, seconded by Ms. Ziegler. See attached Resolution.**
Ayes 4. Nays 0. Motion carried.

RESOLUTION

- The Library Board, unanimously approved the recreation of the position of Assistant Library Director. **RESOLVED, the Library Board approved the recreation of Assistant Library Director and appoints Maureen Nicolazzi off the Suffolk County Civil Service Promotional List. Motion by Ms. DeBlasi, seconded by Ms. Ziegler. See attached Resolution & and revised Personnel Report.**
Ayes 4. Nays 0. Motion carried.

PERSONNEL REPORT

- It was moved by Mr. Hester, seconded by Ms. Ziegler to approve the July Personnel Report.
Ayes 4. Nays 0. Motion carried.

Adjournment: It was moved by Ms. DeBlasi and seconded by Mr. Hester to adjourn the meeting at 7:04PM.
Ayes 4. Nays 0. Motion carried.

Respectfully,

Laurie Atlas

LA/lam

NORTH BABYLON PUBLIC LIBRARY

BOARD RESOLUTION

WHEREAS, Marc Horowitz resigned as the Library Director for the North Babylon Public Library ("Library") effective April 28, 2026; and

WHEREAS, the Library has conducted an extensive employment search to fill the vacant position of Library Director; and

WHEREAS, the Library's search identified a candidate for the position of Library Director that meets all of the criteria desired by the Library's Board of Trustees,

NOW, THEREFORE, BE IT RESOLVED that the Library's Board of Trustees hereby appoints Stephen T. Burg as the Library Director, effective August 17, 2026; and

BE IT FURTHER RESOLVED that in accordance with New York State Civil Service Law and Suffolk County Civil Service's Rules, Mr. Burg shall serve a probationary period of twenty-six (26) weeks as Library Director; and

BE IT FURTHER RESOLVED that Mr. Burg's position shall be classified as overtime Exempt under the Fair Labor Standards Act; and that Mr. Burg shall be required to work such hours as deemed necessary to properly carry out the duties and job responsibilities of Library Director, which includes, for example, evening Library Board meetings; but that Mr. Burg's general hours of work shall be Monday through Friday, 9:00 a.m. – 5:00 p.m.; and

BE IT FURTHER RESOLVED that Mr. Burg's annual salary as Library Director shall be \$155,000.00, and he shall be paid in equal installments no fewer than two (2) times per month; and

BE IT FURTHER RESOLVED that, although Mr. Burg shall not be a part of any bargaining unit of employees in the Library, Mr. Burg may nonetheless be entitled to certain terms and conditions employment and/or benefits in the same amount(s), and according to the same terms, as such are set forth in the collective bargaining agreement between the Library and North Babylon Library Staff Association effective July 1, 2022 – June 30, 2025, and as may be amended through negotiations ("CBA"). These terms and conditions of employment and/or benefits, which may also include deviations from the precise terms set forth in the CBA, are set forth immediately below:

1. Holidays – Mr. Burg shall be paid, but not expected to work, on the following holidays each year – New Year's Day; Martin Luther King Day; President's Day; Memorial Day; Juneteenth; Independence Day; Labor Day; Columbus Day; Veteran's Day; Thanksgiving Day; and Christmas Day – floating holidays are Lincoln's Birthday and Good Friday.

2. Vacation – Beginning February 17, 2027, Mr. Burg shall be entitled to twenty five (25) paid vacation days per calendar year. Unused vacation from one calendar year may be carried over into – and used in – January of the next calendar year or else it is forfeited. Unused vacation time shall not be compensable or “paid out” upon retirement, resignation, or separation from service for any reason.
3. Personal Leave– Beginning February 17, 2027, Mr. Burg shall be entitled to three (3) paid personal leave days per calendar year. Personal leave shall not be carried over from one calendar year to the next, and, if not used, shall be forfeited. Personal leave may be taken in half-day or whole-day increments.
4. Sick Leave – Beginning February 17, 2027, Mr. Burg shall be entitled to twelve (12) paid sick days per year, which shall accrue at the rate of 1 day per month, up to a maximum of eighty (80) days accrued. Unused sick days shall not be compensable or “paid out” upon retirement, resignation, or separation from service for any reason.
5. Bereavement Leave – Mr. Burg shall be entitled to five or three days of bereavement leave, in accordance with the terms set forth in Article 16 of the CBA.
6. Health Insurance – The Library shall provide active employee health insurance coverage for Mr. Burg in accordance with the terms set forth in Article 24, Section 4 of the CBA, including that Mr. Burg shall contribute ten (10%) percent of the total cost of individual health insurance coverage. If Mr. Burg elects family health insurance coverage, he shall contribute fifty (50%) percent of the difference between individual and family health insurance premiums.
7. Retiree Health Insurance – The Library shall provide health insurance coverage in retirement for Mr. Burg in accordance with the terms and amounts set forth in Article 24, Section 6 of the CBA, and subject to the plan’s terms.
8. Dental & Vision Insurance – The Library shall provide dental insurance to Mr. Burg in accordance with Article 24, Section 1 of the CBA, and vision insurance to Mr. Burg in accordance with Article 24, Section 12, subject to the plan’s terms.
9. Retirement – The Library will participate in, and make employer contributions on Mr. Burg’s behalf to, the New York State Employees Retirement System.
10. Life Insurance – The Library will provide life insurance to Mr. Burg in accordance with Article 24, Section 5 of the CBA, subject to the plan’s terms.

BE IT FURTHER RESOLVED that, other than those payments and benefits specifically set forth in this Resolution, Mr. Burg shall not be entitled to any additional payments or benefits from the Library, including any other provisions of the CBA, unless required by law (e.g., New York State Employees Retirement System pension payments).

BE IT FURTHER RESOLVED that nothing in this Resolution shall be deemed to create a binding employment contract or agreement between the Library and Mr. Burg and the Library Board can unilaterally amend or modify the terms and conditions set forth above at any time.

Dated: July 21, 2026

Moved by: **Ira Hester**

Seconded by: **Patricia Ziegler**

Votes:

Ayes: **4**

Nays: **0**

NORTH BABYLON PUBLIC LIBRARY

BOARD RESOLUTION

WHEREAS, the North Babylon Public Library ("Library") wishes to appoint an Assistant Library Director; and

WHEREAS, the Library's search identified a candidate for the position of Assistant Library Director that meets all of the criteria desired by the Library's Board of Trustees and the qualifications required by Suffolk County Civil Service,

NOW, THEREFORE, BE IT RESOLVED that the Library's Board of Trustees hereby promotes Maureen Nicolazzi from Librarian III to Assistant Library Director, effective August 3, 2026; and

BE IT FURTHER RESOLVED that in accordance with New York State Civil Service Law and Suffolk County Civil Service Rules, Ms. Nicolazzi shall serve a probationary period of twelve (12) weeks as the Assistant Library Director; and

BE IT FURTHER RESOLVED that Ms. Nicolazzi's annual salary as Assistant Library Director shall be \$135,000.00, and she shall be paid in equal installments no fewer than two (2) times per month; and

BE IT FURTHER RESOLVED that all other terms and conditions of Ms. Nicolazzi's employment shall remain the same as in effect at the time of this Resolution; and

BE IT FURTHER RESOLVED that nothing in this Resolution shall be deemed to create a binding employment contract or agreement between the Library and Ms. Nicolazzi and the Library Board can unilaterally amend or modify any terms and conditions set forth above at any time.

Dated: July 21, 2026

Moved by: Theresa Deblasi

Seconded by: Patricia Ziegler

Votes:

Ayes: 4

Nays: 0