

**MATTITUCK-LAUREL LIBRARY
BOARD OF TRUSTEES MONTHLY MEETING
PROPOSED AGENDA**

MEETING DATE: Monday January 8, 2018

MEETING TIME: 6:00 PM

- I. Approval of the Agenda**
- II. Review and Approval of the Minutes of December 11, 2017 Regular Monthly Meeting**
- III. Treasurer's Report**
- IV. Friends of the Library Report**
- V. Period of Public Expression**
- VI. Director's Report**
- VII. President's Remarks**
- VIII. Committee Reports**
- IX. Old Business**
 - A. Director contract & Salary 2018
 - B. Director's Evaluation
 - C. Update Claire Lincoln Toddler Area
- X. New Business**
 - A. 2017 Fund Balance Allocation
 - B. Approve revised 2018 budget
 - C. Roschelle Family Foundation
 - D. Statistics 2017
 - E. Set Monthly Meeting Date
- XI. Adjournment**

MATTITUCK-LAUREL LIBRARY

APPROVED MINUTES OF THE REGULAR MONTHLY MEETING

JANUARY 8, 2018

Present: Scott Verity, President; Jim Underwood, Vice President; Bob Johnson, Treasurer; Colleen Grattan-Arnoff, Secretary; Nick Timpone, Trustee; Peter Kren, Trustee; Fred Cohen, Trustee; Jeffrey Walden, Director

Absent: None

Scott called the meeting to order at 6:04 p.m.

I. Approval of the Agenda Moved by Fred; seconded by Jim with the addition of an Executive Session and passed.

II. Review and Approval of the Minutes of the December 11, 2017 Regular Monthly Meeting Motion to approve by Colleen; seconded by Peter and approved.

III. Treasurer's Report Scott presented the warrants for the month of December, 2017:

OPERATING ACCOUNT	\$99,446.68
CULTURAL ACTIVITIES FUND	4,679.23
MONEY MARKET ACCOUNT	442.00
BUILDING FUND CHECKING ACCOUNT	4,005.00
BUILDING FUND SAVINGS ACCOUNT	.00

Jim made the motion to approve the Treasurer's Report; seconded by Colleen and passed. Discussion ensued concerning the debt service and retiring of same and the year end fund balance.

IV. Friends of the Library Report Jeff noted that the Friends held their annual Holiday luncheon and raffle last month. They will not meet again until Spring. They have a "high tea" program planned for March.

V. Period of Public Expression None

VI. Director's Report Jeff added the following information to his written report: the library was closed last Thursday due to the snow storm and had a delayed opening last Friday. Jeff will look into changing showing classic movies on Mondays since the Southold Town Senior Citizen Center does the same.

VII. President's Remarks None

VIII. Committee Reports Jeff will be scheduling Long Range Planning and Policy/Personnel Committee meetings in the near future.

IX. Old Business

A. Director's Contract and Salary 2018 Jeff provided members with the draft contract (included minor changes in wording) that had been reviewed by the lawyer. Members asked for clarification on the "hold harmless" section. Jeff will re-contact the Roy Reeve Agency to review the library's insurance policy and report back to the board. Jim moved to adjourn to Executive Session at 6:30 p.m.; seconded by Colleen. The board re-convened the regular meeting at 7:05 p.m. The director will be evaluated in October 2018. The evaluation form previously reviewed by the board will be the instrument for evaluation. A salary for the director was set for the year 2018.

B. Director's Evaluation See above

C. Update Claire Lincoln Toddler Area Jeff developed a budget of \$35,000 for the project and contacted architectural designer Janice Davis about producing plans for custom seating, shelving, and entryway. Riverhead Building Supply and Hyatt have started a "Go Fund Me" page on social media and have notified their employees of the project. Jeff has a conference call scheduled for tomorrow to discuss the next steps with Riverhead Building Supply and Hyatt.

X. New Business

A. 2017 Fund Balance Allocation Attached here. Motion to approve by Peter; seconded by Bob and passed.

B. Approve Revised 2018 Budget Attached here. Motion to approve by Jim; seconded by Colleen and passed.

C. Roschelle Family Foundation The foundation contacted the library at the end of the year. Jeff provided three suggestions for funding: 82" flat screen smart TV for meeting room; second copier; re-doing damaged brick work outside main entrance. He will advise the board when he receives a reply.

D. Statistics 2017 Attached here. Discussion ensued concerning trends in our library and throughout the county, noting the effects of technology.

E. Set Monthly Meeting Date The next regular monthly meeting will be held on Monday, February 12, 2018.

XI. Adjournment Motion by Fred; seconded by Colleen. Meeting adjourned at 7:35 p.m.

Respectfully submitted,

Colleen Grattan-Arnoff, Secretary

