

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

**MEETING DATE: Monday January 11, 2020**

**MEETING TIME: 6:00 PM (Zoom)**

- I. Approval of the Agenda**
- II. Review and Approval of the Minutes of December 14, 2020 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. Parking Lot
- X. New Business**
  - A. Approval of 2021 Budget
  - B. Approval of 2020 Fund Balance Allocation
  - C. Appointment of New Employee
  - D. Sign-in procedure
  - E. Set Monthly Meeting Date – February 8, 2021
- XI. Adjournment**

MATTITUCK-LAUREL LIBRARY

APPROVED MINUTES OF THE REGULAR MONTHLY MEETING

JANUARY 11, 2021

**Present:** Jim Underwood, President; Nick Timpone, Vice President; Katie O'Rourke, Secretary; Peter Kren, Treasurer; Jean Mahoney, Trustee; Colleen Grattan-Arnoff, Trustee; Derek McLean, Trustee; Jeffrey Walden, Director

**Absent:** None

**Note:** The meeting was held via the Zoom app.

Jim called the meeting to order at 6:02 p.m.

**I. Approval of the Agenda** Motion to approve made by Colleen; seconded by Peter and approved.

**II. Review and Approval of the Minutes of the December 14, 2020 Regular Monthly Meeting** Motion to approve made by Colleen; seconded by Katie and approved.

**III. Treasurer's Report** Peter presented the warrants for the month of December, 2020:

OPERATING ACCOUNT	\$103,851.11
CULTURAL ACTIVITIES FUND	.00
MONEY MARKET ACCOUNT	.00
BUILDING FUND CHECKING	10,912.41
BUILDING FUND SAVINGS	.00

No donations in excess of \$1,000 received in December.

Motion to approve made by Katie; seconded by Colleen and approved.

**IV. Friends of the Library Report** Jeff stated that the Friends will not meet until later this Spring. They gave Starbucks gift cards to all staff members in December as a token of their appreciation.

**V. Period of Public Expression** None

**VI. Director's Report** Jeff added the following information to his written report. He met with a local contractor to discuss work that has to be done prior to the installation of the automatic doors and repairs/replacement of the back door in the Children's Room. He is waiting for estimates. Shauna will take over maintenance of the web page in March. Jeff demonstrated (from his computer) a new book carousel that Shauna added to the web page. A staff meeting was held last week via the Zoom app. Jeff reviewed the new sick leave policy and COVID cluster plan documents with the staff. He noted that

Diana provided Notary Public services for over 150 people last year. New employee, Pam Zahra-Kaminsky, volunteered to get a Notary Public license so she can also offer the service at the library. Jeff and Diana are working on a logo for the library. The library received a donation of \$2,500 from the Rochelle Family Foundation. Jeff plans to use the funds for the Cricut machine expenditures and circulating mobile hot spots.

**VII. President's Remarks** Jim made a personal statement about the current state of affairs in this country.

**VIII. Committee Reports** No committees met since the December 14, 2020 regular monthly meeting. The Buildings & Grounds Committee will meet at 5:00 p.m. on Thursday, January 14, 2021, to make a final review of the parking lot plans. Jeff will email the members of the Long Range Planning Committee to set up a meeting in the near future as this is required by New York State.

#### **IX. Old Business**

**A. Parking Lot** Jeff presented the latest time line for the project: bid documents will out February 1, 2021 and bids will be due back by February 22, 2021. The architect will have a recommendation within three days of receipt. The contract will then be awarded and financing set up. Ground breaking for the parking lot will be in mid to late March with a projected completion date anticipated at the end of May. The green space should be done by June and ready for use this summer. In response to Nick's question, Jeff will find out if the library is required by law to take the lowest bid. Discussion ensued concerning uses for the green space and access to the building during the construction project.

#### **New Business**

**A. Approval of the 2021 Budget** Attached here. Jeff noted that he made minor adjustments to some of the sub-categories since presenting the original budget (reduction in personnel costs, increases in landscaping and irrigation and audio books). Members discussed the North Fork Water line, recommending taking \$350 out of the line and adding it to the Adult Programs line. Motion to approve the budget as amended made by Nick; seconded by Colleen and approved.

**B. Approval of the 2020 Fund Balance Allocation** Attached here. Discussion ensued concerning the Unemployment Insurance line and the Capital Reserve line. Motion to approve the 2020 Fund Balance Allocation made by Peter; seconded by Nick and approved.

**C. Appointment of New Employee** Jeff noted that he hired Pam Zahra-Kaminsky to work part time at the circulation desk. Motion to approve made by Peter; seconded by Katie and approved.

**D. Sign-In Procedure** Discussion ensued and members agreed to continue with the sign-in procedure at the circulation desk.

**E. Set Monthly Meeting Date - February 8, 2021** The next regular monthly meeting is scheduled for Monday, February 8, 2021.

**XI. Adjournment** The meeting was adjourned at 6:45 p.m. Motion to adjourn made by Colleen; seconded by Peter and adjourned.

Respectfully submitted,

Katie O'Rourke

Secretary