

MATTITUCK-LAUREL LIBRARY
DRAFT MINUTES OF THE REGULAR MONTHLY MEETING
January 12, 2026

Present

Jim Underwood, President
Mary Sanchez, Vice President
Colleen Grattan-Arnoff, Treasurer
Katie O'Rourke, Secretary
John Carter, Trustee
Peter Kren, Trustee
Randi Tietel, Trustee
Shauna Scholl, Director

Absent

none

I. Call To Order/II. Pledge of Allegiance

Jim called the meeting to order at 6PM, with a quorum present.

III. Approval of the Agenda

The agenda was adopted.

(Peter, Colleen; unanimous (7-0))

IV. Review and Approval of the Minutes of December 8, 2025 Regular Board Meeting

The minutes of the meetings held December 8, 2025 were approved.

(Mary, John; unanimous (7-0))

V. Approval of Treasurer's Report

Warrants

Colleen reviewed the warrants with the Board.

The Board approved payment of the following **DECEMBER 2025** warrant:

OPERATING ACCOUNT	\$118,790.58
CULTURAL ACTIVITIES FUND	1,485.00
MONEY MARKET ACCOUNT	.00
BUILDING FUND SAVINGS	.00
BUILDING FUND CHECKING	60.00

Donations in excess of \$1,000

\$2,500.00 Keegan, Keegan, Ross & Rosner, LLP

(Peter, Randi; unanimous (7-0))

December payroll has four weeks.

VI. Approval of the Personnel Report

The Personnel report was presented in written format. The Board reviewed the personnel report with interest. The Personnel Report was approved. (Mary, Colleen; unanimous (7-0))

VII. Director's Report

The Director's report was presented in written format. The Board reviewed the director's report with interest. The Director's Report was approved.

(Colleen, John; unanimous (7-0))

Shauna reported that the construction on the parish hall on the neighboring church property has begun. This is exciting news for them. Once the hall is complete Shauna anticipates that parents may be at the library while their children are attending Religious Education classes. The numbers are official, and the library budget was .27 over the tax cap. There will be a February staff meeting on Thursday, February 12th. Staff will complete the Anti Sexual Harassment Training together and Shauna will conduct a staff charrette regarding the renovation project. Keegan, Keegan, Ross & Rosner, LLP made a \$2,500 donation in memory of Karen Ross, Shauna will reach out to Dan Ross to discuss a fitting tribute/memorial. Karen Letteriello, head of Youth & Family Services, will give a presentation at the next PTA meeting. Shauna will be completing the New York State Annual Report, she will begin to compile information for this year's report using last year's questions. Baker & Taylor administered the software necessary to collect report information so there is currently no vehicle to collect this data. We expect to hear something soon, however, report due dates have already been pushed back to April. This is a problem effecting every library in NYS. Shauna will complete an application for a \$10,000 grant from H. W. Wilson Foundation based in Seaford, NY. A local woman shared this grant opportunity with her. Shauna reported that in 2025 4 million eBooks and audiobooks were checked out by patrons with the Libby app, a big milestone! Book orders are arriving steadily from Ingram, the library's new book company, and filling the New Arrival bookshelves. Finally, Shauna shared an informative presentation about *Right-Sizing the Collection*.

VIII. President's Remarks

none

IX. Committee Reports

A. Building / Grounds

The committee met on the 15th of December and has a meeting planned for the 22nd of January; they have agreed to meet with the architect. Charrettes, meetings in which stakeholders in a project attempt to resolve conflicts and map solutions, are being planned to prepare priority lists to help to discuss next steps regarding the renovation project.

X. Old Business

none

XI. New Business

A. Approve mileage reimbursement rate for 2026 (72.5 cents/mile)

Mileage reimbursement approved.

(Mary, Peter; unanimous (7-0))

B. Approve 2026 Final Budget

2026 Final Budget approved.

(Peter, Colleen; unanimous (7-0))

C. 2025 Fund Balance Allocations

2025 Fund Balance Allocations approved.

Transfer \$2,000 to Staff activity fund and \$329,134.74 to Capital Reserve Fund

Resulting Balances

Current Capital Reserve Balance: \$211,013.19

Transfer from 2025 Fund Balance: \$329,134.74

New Capital Reserve Balance: \$540,147.93

(John, Mary; unanimous (7-0))

D. Delayed opening at 10AM on Thursday February 12 (staff meeting)

Delayed opening approved.

(Randi, John; unanimous (7-0))

XII. Period of Public Expression

none

XIII. Adjournment

Motion to adjourn at 6:55PM

(Mary, Randi; unanimous (7-0))

Dates of Future Board Meetings

Monday, February 9, 2026

Monday, March 9, 2026

Monday, April 13, 2026

Respectfully submitted,

Katie O'Rourke

Secretary