

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

**MEETING DATE: Monday January 13, 2020**

**MEETING TIME: 6:00 PM**

- I. Approval of the Agenda**
- II. Review and Approval of the Minutes of December 9, 2019 Regular Board Meeting**
- III. Treasurer's Report**
- IV. Other Business – Bev Wowak will present a new program idea**
- V. Friends of the Library Report**
- VI. Period of Public Expression**
- VII. Director's Report**
- VIII. President's Remarks**
- IX. Committee Reports**
  - A. Personnel & Policy Committee
- X. Old Business**
  - A. Parking Lot
- XI. New Business**
  - A. Finalize 2020 Budget
  - B. Allocation of 2019 Fund Balance
  - C. Set Monthly Meeting Date – February 10, 2020 at 6:00 p.m.
- XII. Adjournment**

MATTITUCK-LAUREL LIBRARY

APPROVED MINUTES OF THE REGULAR MONTHLY MEETING

JANUARY 13, 2020

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

**Absent:** None

Jim called the meeting to order at 6:32 p.m. and led the Pledge of Allegiance.

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

**II. Review and Approval of the Minutes of the December 9, 2019 Regular Monthly Meeting** Motion to approve by Fred; seconded by Katie and approved.

**III. Treasurer's Report** Fred presented the warrants for the month of December, 2019:

OPERATING ACCOUNT	\$ 123,771.50
CULTURAL ACTIVITIES FUND	967.52
MONEY MARKET ACCOUNT	189.76
BUILDING FUND CHECKING ACCOUNT	5,462.50
BUILDING FUND SAVINGS ACCOUNT	.00

DONATIONS RECEIVED IN THE AMOUNT OF \$1,000.00 OR MORE: 12/26/19 Ira A. Roschelle MD Family Foundation \$1,000.00

Motion to approve by Peter; seconded by Katie and approved.

**IV. Other Business - Bev Wowak will present a new program idea** Bev suggested that the library resume holding author talks/writer's discussion programs. She suggested hiring Larry Davidson as the facilitator in charge of contracting with the authors. Programs to be initially held on Sunday afternoons. Bev also suggested the board consider changing the policy to allow a "complementary glass of wine" to be served at library events such as an author's talk. Bev and Joanne Hruz are working on an outreach program for special needs adults beginning in February. The program will include book discussion and participation in adult programming at the library. The goal is to make this population feel more a part of the community. Bev recommended the board join other libraries in boycotting Macmillan Publishers due to their restrictions on the release of new e-book new titles.

The Board voted in favor of holding the author talks. They directed Jeff to get current information concerning restrictions/insurance regulations for serving alcohol on the premises. Jeff will bring the information to the February 10, 2020 meeting. The Board voted in favor of the Macmillan boycott. Jeff will prepare a resolution for the February 10, 2020 meeting. Information about the Macmillan boycott will be included in the Spring 2020 library newsletter so patrons can become educated about Macmillan's embargo of e-books on libraries.

**V. Friends of the Library Report** Jeff noted that the Friends held their annual Holiday luncheon and raffle on December 17, 2019. The raffle raised over \$2,000 for their scholarship fund. Their 2019 membership drives netted \$9,200. They are planning a bus trip to the NY Botanical Gardens orchid show on April 7, includes lunch. They donated \$2000 to the library for concerts in 2020 and \$600 for an oven in the kitchen. They will next meet in April.

**VI. Period of Public Expression** None

**VII. Director's Report** Jeff directed the board's attention to the \$1,000 donation received in December from the Ira A. Roschelle MD Family Foundation. He added that he purchased a 50" TV for the Tween Room to be used for gaming with donated monies that have been sitting dormant in the Cultural Activities Fund for several years. Shauna Scholl is currently doing her internship at the Cutchogue-New Suffolk Library. He provided members with information about the new SCLS SLED (Suffolk Libraries Empowering Discovery) van. He has booked the van for the Mattituck Street Fair (07/11/20). Jeff noted that he has attended children's programs and been "on the floor" and in different departments in the library over the past month. Jeff will ask Mike to install solar lights at the driveway entrance. Discussion ensued about placing the "sandwich sign" out in front of the building.

**VIII. President's Remarks** Discussion ensued concerning circulation statistics provided in this month's report. Jim wants to see more promotion of online services such as Kanopy and Hoopla.

**IX. Committee Reports**

**A. Personnel & Policy Committee** 2020 salaries and raising the starting hourly amount to \$15 were discussed at the last meeting.

**X. Old Business**

**A. Parking Lot** Planning Board Public Comment Period is on the Town's February 10, 2020 Agenda. Jeff will attend the meeting. If there are no problems, the approval should be on the March agenda for official approval at the April meeting. The bid process will take 3-4 weeks according to the architect with a probable 10-week timeline for project completion. Discussion ensued concerning the possibility of holding off billing until July to be eligible for the grant funding.

**XI. New Business**

**A. Finalize 2020 Budget** Attached here. Jeff highlighted the following budget lines: Professional salaries, downloadables, legal fees, professional memberships, adult programs, music licensing for

concerts. Discussion ensued concerning the bottled water expense line. The board directed Jeff to look into a water filtration system for the tap water instead of purchasing the bottled water. Motion to approve the budget by Fred; seconded by Nick and approved.

**B. Allocation of the 2019 Fund Balance** Attached here. Motion to approve by Peter; seconded by Jean and approved.

**C. Set Monthly Meeting Date** The next regular scheduled monthly meeting will be held on Monday, February 10, 2020. Note: Fred and Peter will not be able to attend.

**XII. Adjournment** The meeting was adjourned at 7:40p.m. Motion by Derek; seconded by Peter and adjourned.

Respectfully submitted,

*Katie O'Rourke*

Katie O'Rourke

Secretary