

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

MEETING DATE: January 14, 2019

MEETING TIME: 6:00 PM

- I. Approval of the Agenda**
- II. Review and Approval of the Minutes of December 10, 2018 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**
 - A. Building and Grounds
- IX. Old Business**
 - A. Parking Lot and Building update
- X. New Business**
 - A. Dates for 2019 Board Meetings
 - B. Finalize 2019 Budget
 - C. Allocation of 2018 Fund Balance
 - D. Transfer Tax Cap Reserve Funds to Capital Reserve Fund in m/m account
 - E. Regular Monthly Meeting Date – February 11, 2019
- XI. Adjournment**

MATTITUCK-LAUREL LIBRARY
APPROVED MINUTES OF THE REGULAR MONTHLY MEETING
JANUARY 14, 2019

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

Absent: None

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

I. Approval of the Agenda Motion to approve by Colleen; seconded by Jean and approved.

II. Review and Approval of the Minutes of the December 10, 2018 Regular Monthly Meeting Motion to approve by Colleen; seconded by Fred and approved.

III. Treasurer's Report Fred presented the warrants for December 2018:

OPERATING ACCOUNT	\$136,089.88
CULTURAL ACTIVITIES FUND	3,337.31
MONEY MARKET ACCOUNT	420.87
BUILDING FUND CHECKING	.00
BUILDING FUND SAVINGS	.00

NO DONATIONS IN EXCESS OF \$1,000.00

Colleen made the motion to approve the Treasurer's Report ; seconded by Jean and approved.

IV. Friends of the Library Report Jeff noted that the Friends earned over \$2,000 on their Holiday raffle last month which goes into their scholarship fund. The Friends donated \$2,000 to the library for concerts in 2019 and gave gift cards to the staff for the holiday. The Friends will not meet until April and may plan another trip to the Belmont Race Track this year.

V. Period of Public Expression None

VI. Director's Report Jeff added the following information to his written report. Gerry Matovick led a local history program last Sunday which was very well attended and well received by the audience. Winter programs have been well attended so far this year. Giaquinto & Co., the library's long term accounting firm, has declined to perform the annual audit this year due to new NYS regulations that make it too expensive for a small firm to do so. Jeff has contacted Baldessari & Coster, LLP, a firm that services other area libraries, for a quote and will contact two other firms to get quotes. System-wide

problems with circulation desk computers slowing down and drops continue. Discussion ensued concerning the new Kanopy movie streaming service.

VII. President's Remarks None

VIII. Committee Reports

A. Building and Grounds

The committee met immediately prior to this meeting. Jeff provided board members with the latest rendering of the parking lot re-design plan (attached here). Changes include slanted parking spots, moving the handicapped spots, re-designing the entry/exit lanes and green space. The committee concluded that an entrance with two wider marked lanes would work better than three narrow lanes. Members voted to authorize Jeff to hire the architect to move forward with the permitting process with the NYS DOT. Motion by Fred; seconded by Jean and passed. Discussion ensued concerning borrowing to finance the parking lot project and some interior renovations in 2020 since the mortgage will be paid off this year. Jeff noted that this could be done with no increase to the tax appropriation.

IX. Old Business

A. Parking Lot and Building Update See above.

X. New Business

A. Dates for 2019 Board Meetings Attached here. Motion to approve made by Katie; seconded by Colleen and approved.

B. Finalize 2019 Budget Attached here. Motion to approved made by Nick; seconded by Colleen and approved.

C. Allocation of 2018 Fund Balance \$83,246.67 to be transferred from Operating Account to Capital Reserve Line in Money Market Account. Motion to approve made by Fred; seconded by Nick and approved.

D. Transfer Tax Cap Reserve Funds to Capital Reserve Fund in Money Market Account Motion to approve made by Fred; seconded by Nick and approved.

E. Regular Monthly Meeting Date- February 11, 2019 The next regular monthly meeting will be held on Monday, February 11, 2019. Fred noted that he will be in FL.

XI. Adjournment The meeting was adjourned at 6:45 p.m. Motion by Colleen; seconded by Fred and passed.

Respectfully submitted,

Colleen Grattan-Arnoff, Secretary

