

**MATTITUCK-LAUREL LIBRARY**  
**DRAFT MINUTES OF THE REGULAR MONTHLY MEETING**  
February 9, 2026

**Present**

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

**Absent with Excuse**

John Carter, Trustee

**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 (6-0))

**IV. Review and Approval of the Minutes of January 12, 2025 Regular Board Meeting**

The minutes of the meetings held *January 12, 2025* were approved.  
(Mary, Peter; unanimous (6-0))

**V. Approval of Treasurer's Report**

Warrants

Colleen reviewed the warrants with the Board.

The Board approved payment of the following **JANUARY 2026** warrant:

OPERATING ACCOUNT	\$113,763.77
CULTURAL ACTIVITIES FUND	.00
MONEY MARKET ACCOUNT	.00
BUILDING FUND SAVINGS	.00
BUILDING FUND CHECKING	12.00

Donations in excess of \$1,000

none

(Katie, Mary; unanimous (6-0))  
*January payroll had five 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. (Randi, Colleen; unanimous (6-0))

## **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, Peter; unanimous (6-0))

Shauna attended Advocacy Day 2026 on Monday, February 2nd and Tuesday, February 3rd. This day serves as a significant opportunity for library professionals to engage with their elected officials and advocate for adequate funding for libraries within the state budget. Shauna met with Assemblyman Schiavoni and Senator Palumbo. On Saturday, February 7 the library had a delayed opening at noon and closed at 2:30PM due to the snow. The remaining piece of the speed bump will be removed by TFLC.

## **VIII. President's Remarks**

none

## **IX. Committee Reports**

### *A. Building / Grounds*

The committee met on the 22nd of January and will meet again on the 12th of February; they met with the architect. Charrettes are being planned for staff on March 12th and again on April 21st and May 16th to gather community information and plan next steps regarding the renovation project.

### *B. Personnel & Policy*

The committee met on the 29th of January. Discussed Sunday operating hours during the months of September and October, the library is currently opened from 1PM to 4PM on Sundays from September – June. Shauna shared statistics gathered from 2021 – 2025, the committee recommended keeping library hours as they are.

## **X. Old Business**

none

## **XI. New Business**

### *A. Delayed opening at 10AM on Thursday, March 12th (staff meeting)*

Delayed opening approved.

(Katie, Mary; unanimous (6-0))

### *B. Advocacy Day 2026 Expenses*

Expenses approved.

(Mary, Randi; unanimous (6-0))

*C. 2025 Annual Report to the Community*

Annual Report approved. Report can be viewed on the webpage.  
(Colleen, Peter; unanimous (6-0))

*D. 2025 / 2026 PILOT Agreement (Riverhead)*

PILOT Agreement approved.  
(Mary, Colleen; unanimous (6-0))

*E. SCLS Election*

SCLS Election of Janet Ohare approved.  
(Colleen, Peter; unanimous (6-0))

*F. Amend the motion adopted on January 12, 2026, allocating the 2025 fund balance, by striking \$329,134.74 as the transfer amount o the Capital Reserve Fund and inserting \$329,138.45.*

Amendment approved (a +\$3.71 adjustment).  
(Randi, Colleen; unanimous (6-0))

**XII. Period of Public Expression**

none

**XIII. Adjournment**

Motion to adjourn at 6:20PM  
(Colleen, Mary; unanimous (6-0))

**Dates of Future Board Meetings**

Monday, March 9, 2026

Monday, April 13, 2026

Monday, May 11, 2026

Respectfully submitted,  
Katie O'Rourke  
Secretary