

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

**MEETING DATE: Monday February 12, 2018**

**MEETING TIME: 6:00 PM**

- I. Approval of the Agenda**
- II. Review and Approval of the Minutes of January 8, 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**
  - Long Range Planning
- IX. Old Business**
  - A. Director Contract
  - B. Claire Lincoln Toddler Area update
  - C. Parking Lot Update
- X. New Business**
  - A. Revised 2017 Fund Balance Allocation
  - B. Paid Family Leave Policy
  - C. Library Mission Statement
  - D. Set Monthly Meeting Date
- XI. Adjournment**

MATTITUCK-LAUREL LIBRARY

APPROVED MINUTES OF THE REGULAR MONTHLY MEETING

FEBRUARY 12, 2018

**Present:** Scott Verity, President; Jim Underwood, Vice President; Colleen Grattan-Arnoff, Secretary; Nick Timpone, Trustee; Peter Kren, Trustee; Fred Cohen, Trustee; Jeffrey Walden, Director

**Absent:** Bob Johnson, Treasurer

Scott called the meeting to order at 6:00 p.m.

**I. Approval of the Agenda** Moved by Colleen; seconded by Fred and approved.

**II. Review and Approval of the Minutes of the January 8, 2018 Regular Monthly Meeting** Motion to approve by Colleen; seconded by Nick and approved.

**III. Treasurer's Report** Scott presented the warrants for the month of January, 2018:

OPERATING ACCOUNT	\$76,012.31
CULTURAL ACTIVITIES FUND	3,867.98
MONEY MARKET ACCOUNT	749.00
BUILDING FUND CHECKING ACCOUNT	1,093.10
BUILDING FUND SAVINGS ACCOUNT	.00

Jim made the motion to approve the Treasurer's Report; seconded by Colleen and passed.

**IV. Friends of the Library Report** Jeff noted that the Friends are sponsoring an Irish Tea program in March. No regular meeting until Spring.

**V. Period of Public Expression** None

**VI. Director's Report** Jeff added the following information to his written report: discards and donations that cannot be sold by the Friends are now being shipped to another company and the library is being compensated. Our SCLS zone representative has resigned and the position is open if any board members are interested. The Sierra circulation and cataloging system was upgraded today and is now hosted on Amazon web services. Discussion ensued concerning the library's new web page that is currently under construction, circulation desk staff changes, teen librarian position.

**VII. President's Remarks** Scott noted that the library's emergency closings are now listed on the News 12 website.

**VIII. Committee Reports**

**A. Long Range Planning** The Long Range Planning Committee met last month and discussed: the library's mission statement, direction for the 2020 budget when the debt is paid off, building up reserves, capital repairs and projects such as the parking lot, roof replacement, HVAC replacement, additional meeting room space, new location for the teen area, space re-allocations within the existing building. The committee will meet again in the near future. Jeff will also call a meeting of the Policy/Personnel Committee.

## **IX. Old Business**

**A. Director's Contract** Issues with the "hold harmless" clause have been reviewed and resolved with the insurance company and the attorney. The contract was approved for one year with the following changes: change contract dates to 01/01/18-12/31/18 and change the date the contract was approved to 02/12/18. Motion to approve by Colleen; seconded by Jim and passed.

**B. Claire Lincoln Toddler Area Update** Approximately \$28,500 of the original \$35,000 goal has been met. A design and fabrication contract has been signed with Janice Davis Design LLC and a preliminary drawing is expected by the end of this week. The project will include an entryway to the area, shelving, storage and a reading nook. A 3-month completion time is anticipated.

**C. Parking Lot Update** The library has received the anticipated Notice of Disapproval from the Southold Town Building Dept., the pre-requisite to get to the Zoning Board.

In additional Old Business, Colleen inquired as to the status of rug replacement in the meeting room. Jeff replied that he has received one quote for a wood laminate floor to date. He will meet with the Building Committee when he has a second quote.

## **X. New Business**

**A. Revised 2017 Fund Balance Allocation** - Attached here. Motion to approve by Peter; seconded by Fred and passed.

**B. Paid Family Leave Policy** Jeff provided members with a draft of the library's new NYS Paid Family Leave policy. Language was taken directly from the NYS website. The Policy/Personnel Committee will review the policy.

**C. Library Mission Statement** As discussed by the Long Range Planning Committee, members voted to adopt the following as the library's mission statement: "To enhance the quality of life in our community." Motion by Colleen; seconded by Peter and passed. The mission statement will be incorporated into the design of the new web page.

**D. Set Monthly Meeting Date** The next regular monthly meeting will be held on Monday, March 12, 2018.

**XI. Adjournment** Motion by Colleen; seconded by Jim. Meeting adjourned at 7:02 p.m.

Respectfully submitted,

Colleen Grattan-Arnoff

Secretary

