

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

**MEETING DATE: Monday February 14, 2022**

**MEETING TIME: 6:00 PM**

- I. Approval of the Agenda**
- II. Review and Approval of the Minutes of January 10, 2022 Regular Board Meeting**
- III. Approval of Treasurer's Report**
- IV. Period of Public Expression**
- V. Director's Report**
- VI. President's Remarks**
- VII. Committee Reports**
  - A. Building and Grounds
- VIII. Old Business**
  - A. Resumption of in person programming
  - B. Library mask policy
- IX. New Business**
  - A. 2021 Fund Balance
  - B. Approval of the amended 2022 budget
  - C. Appoint Melissa Vermey to bookkeeper / accounts payable
  - D. Approve Melissa Vermey for check signing on operating and cultural activities accounts.
  - E. Landscaping estimates/recommended contract
  - F. Privacy screening plantings at back of parking lot

G. Promote Sara Colichio to Head of Adult and Information Services

**X. Executive Session**

**XI. Adjournment**

**Next Meeting – March 14, 2022**

MATTITUCK-LAUREL LIBRARY

APPROVED MINUTES OF THE REGULAR MONTHLY MEETING

FEBRUARY 14, 2022

**Present:** Derek McLean, President; Nick Timpone, Vice President; Katie O'Rourke, Secretary; Colleen Grattan-Arnoff, Trustee; Peter Kren, Trustee; Mary Sanchez, Trustee; Shauna Scholl, Interim Director; Jeff Walden, Director (via Zoom)

**Absent:** Karenann Volinski, Treasurer

Derek called the meeting to order at 6:00PM.

**I. Approval of the Agenda** Motion to approve made by Colleen; seconded by Mary and approved.

**II. Review and Approval of the Minutes of January 10, 2022 Regular Board Meeting** Motion to approve made by Mary; seconded by Colleen and approved.

**III. Approval of the Treasurer's Report** Derek presented the warrants for the month of January, 2022 They are as follows:

OPERATING ACCOUNT	\$83,365.10
CULTURAL ACTIVITIES FUND	.00
MONEY MARKET ACCOUNT	.00
BUILDING FUND SAVINGS	.00
BUILDING FUND CHECKING	\$3,313.43

No donations in excess of \$1,000.00 were received in January, 2022.

Motion to approve made by Peter; seconded by Colleen and approved.

**IV. Period of Public Expression**

**V. Director's Report** Shauna prepared a written report.

**VI. President's Remarks** Derek stated that he and Shauna have been working together meeting with several contractors for landscaping/mowing/tree trimming/plantings, installation of gutter guards, and the installation of additional security cameras. Meetings took place with four security companies, waiting to hear from Osprey Security before a decision is made. The newly installed speed bump will remain in place during the winter season. Other items discussed were the fascia board and replacing the door in the children's room. Jeff will talk with the architect from Beatty Harvey to move this door project along.

**VII. Committee Reports**

**A. Building and Grounds** The committee met on Wednesday, February 9, 2022. Several proposals/estimates from various landscaping and security companies were available for the committee to review.

## **VIII. Old Business**

**A. Resumption of in person programming** Discussion ensued concerning the decline in Covid 19 positivity rates. Motion made by Nick to resume in person programs; seconded by Colleen and approved.

**B. Library mask policy** Discussion ensued concerning the mask policy. Members agreed that the library would follow the policy put in place in our community schools. Motion made by Nick; seconded by Mary and approved.

## **IX. New Business**

**A. 2021 Fund Balance** Members agreed to wait until the March agenda to plan how the funds will be used.

**B. Approval of the amended 2022 budget** Jeff reported an error in an expense (disbursements) amount. It required a 2-line adjustment. Motion to approve adjustments made by Nick; seconded by Colleen and approved.

**C. Appoint Melissa Vermey to bookkeeper / account payable** Motion to approve made by Nick; seconded by Colleen and approved.

**D. Approve Melissa Vermey for check signing on operating and cultural activities accounts** with a limit of \$1,000.00 Motion to approve made by Katie; seconded by Nick and approved. Motion to remove Bernadette Deerkoski from check signing on operating and cultural activity accounts made by Mary; seconded by Peter and approved.

**E. Landscaping estimates/recommended contract** Motion made by Mary; seconded by Nick to award Twin Fork Landscape Contracting our landscaping work. This is our current contractor.

**F. Privacy screening plantings at back of parking lot** TFL will furnish and install (5) 4-5' Leyland Cypress trees along the south property boundary.

Motion to accept a proposal from J.P. Hunter to remove old, compromised gutter guards, clean out gutters and leaders, and install new gutter guards. Motion made by Nick, seconded by Katie and approved.

Discussion ensued about the new calendar program from Library Market will be up and running on February 22, 2022. Staff has been trained. This new system will allow patrons to register for programs more efficiently.

**G. Promote Sara Colichio to Head of Adult and Information Services** Members agreed to wait until the March agenda to address this promotion.

**X. Executive Session** The Board moved into Executive Session at 6:49PM and the regular meeting resumed at 7:22PM. Derek stated that the board appointed Shauna Scholl as Assistant Director and as Interim Director in Jeff's absence. Shauna is responsible for running the day to day operation of the library and assisting staff with any questions in Jeff's absence.

**XI. Adjournment** The meeting was adjourned at 7:35PM. Motion to adjourn made by Nick; seconded by Colleen and adjourned.

The next regular scheduled monthly meeting will be held on Monday, March 14, 2022.

Respectfully submitted,

Katie O'Rourke

Secretary