

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

**MEETING DATE: Monday March 8, 2021**

**MEETING TIME: 6:00 PM (Zoom)**

- I. Approval of the Agenda**
- II. Review and Approval of the Minutes of February 8, 2020 Regular Board Meeting**
- III. Approval of Treasurer's Report**
- IV. Period of Public Expression**
- V. Staff Presentation – Sara Colichio (YA librarian)**
- VI. Director's Report**
- VII. President's Remarks**
- VIII. Committee Reports**
- IX. Old Business**
  - A. Parking Lot Project – Contractor Recommendation and Q&A with Architect Chris Sepp
- X. New Business**
  - A. Fine Free Library
  - B. Set date for 2021 Budget Vote and Trustee election
  - C. Approve Board Meeting Dates for 2021
- XI. Adjournment**

MATTITUCK-LAUREL LIBRARY

APPROVED MINUTES OF THE REGULAR MONTHLY MEETING

MARCH 8, 2021

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

**Absent:** None

**Note:** The meeting was held via the Zoom app.

Jim called the meeting to order at 6:03 p.m.

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

**II. Review and Approval of the Minutes of the February 8, 2021 Regular Board Meeting** Motion to approve made by Colleen; seconded by Nick and approved.

**III. Approval of the Treasurer's Report** The warrants for the month of February, 2021 are as follows:

OPERATING ACCOUNT	\$134,015.58
CULTURAL ACTIVITIES FUND	600.00
MONEY MARKET ACCOUNT	.00
BUILDING FUND CHECKING	.00
BUILDING FUND SAVINGS	.00

No donations in excess of \$1,000.00 received in February, 2021.

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

**V. Staff Presentation - Sara Colichio (YA Librarian)** Sara spoke about and demonstrated use of the library's new Cricut home crafting machine. Sara has been learning how to use the machine, making card stock projects such as notecards, book marks, envelopes and vinyl decals. The library purchased two of the machines. One will be used for programs and in-house projects; the other will circulate. Sara described the machine as "very user friendly." Sara also talked about the library's new collection, the "Library of Things." These are non-traditional items that will be circulated and also can be used on site in the new "greenspace." The collection is being developed and currently includes several lawn games, board games, and a metal detector. Items are being integrated into the catalog and displayed on a page on the library's website. The "Library of Things" will be introduced to the public in the weekly email newsletter, on posters in the library, and through Neighborhood News in *The Suffolk Times*.

Note: the agenda was modified to include Chris Sepp's presentation at this time.

## **IX. Old Business**

**A. Parking Lot Project - Contractor Recommendation and Q&A with Architect Chris Sepp** Chris joined the meeting via the Zoom app. He reviewed the 11 bids received and recommended accepting the bid from Owen Brothers Landscaping. They were the low bidder at \$619,650 and he is confident in their ability to complete the job on time and within the bid. Discussion ensued. Jean moved to accept the bid from Owen Brothers; Peter seconded and motion approved. Jeff will contact Chris Sepp to see what the next step is and keep the board informed.

Return to regular agenda.

**VI. Director's Report** Jeff added the following information to his written report. Bev's writing workshop with John Brush is finished with a successful outcome. Some participants said they prefer the Zoom app over an in-person program. Jeff said both formats will probably be offered again in the future. A few chairs have been added back into the Children's Room and staff is considering rotating a few toys. People have been coming in to use the quiet study areas. The monthly department head meetings are working well, creating positive energy and generating ideas. Discussion ensued about the installation of the automatic doors in April.

**VII. President's Remarks** Jim stated that he is glad to see that the parking lot project is moving forward. Jeff noted that he is working on a mailer (Q & A format) to inform the community about the parking lot project. He has also purchased a storage shed.

**VIII. Committee Reports** There were no recent committee meetings. Jeff noted that he will be calling meetings for the Budget & Finance, Long Range Planning and Personnel & Policy committees in the near future.

## **X. New Business**

**A. Fine Free Library** Jeff noted that no fines have been charged since June, 2020. The "fine free library" is a current movement among Suffolk County libraries. Seventeen have adopted the policy so far, including the Cutchogue-New Suffolk Free Library and the Floyd Memorial Library. Physical circulation is dropping, the fine income line on the budget is low and items are automatically renewed up to six times. Not charging fines can be a good community public relations tool. Some libraries have placed a donation jar at the desk in lieu of charging fines. A bill is generated for the replacement cost of the overdue item after six renewals and this has proved to be effective in getting the materials returned. Discussion ensued. Members agreed to go with the philosophy of a "fine free library." Motion made by Peter; seconded by Katie and approved. Jeff will contact SCLS to make the necessary changes. Note - this policy only pertains to traditionally circulated items such as books, DVD's, etc., not the new "Library of Things."

**B. Set Date for 2021 Budget Vote and Trustee Election** Jeff suggested Tuesday, September 21, 2021. Motion to approve made by Peter; seconded by Nick and approved. Jeff will inform the school.

**C. Approve Board Meeting Dates for 2021** Attached here. New York State now requires that a schedule of meeting dates be posted on the library's website. Motion to approve made by Katie; seconded by Peter and approved. Jeff will post.

**D. Set Monthly Meeting Date - April 12, 2021** The next regular monthly meeting is scheduled for Monday, April 12, 2021.

**XI. Adjournment** The meeting was adjourned at 6:54 p.m. Motion to adjourn by Colleen; seconded by Derek and adjourned.

Note: Derek asked Jeff to look at some damaged fascia board on the west side of the building over the bench.

Shauna Scholl audited the meeting for a library management class she is taking through SCLS.

Respectfully submitted

Katie O'Rourke

Secretary