

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

Present

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

Absent with Excuse

John Carter, Trustee
Peter Kren, Trustee
Randi Tietel, Trustee

I. Call To Order/II. Pledge of Allegiance

Jim called the meeting to order at 6:01PM, with a quorum present.

III. Approval of the Agenda

The agenda was adopted.
(Mary, Colleen; unanimous (4-0))

IV. Review and Approval of the Minutes of February 9, 2026 Regular Board Meeting

The minutes of the meetings held *February 9, 2026* were approved.
(Katie, Colleen; unanimous (4-0))

V. Approval of Treasurer's Report

Warrants

Colleen reviewed the warrants with the Board.

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

OPERATING ACCOUNT	\$160,956.95
CULTURAL ACTIVITIES FUND	1,085.00
MONEY MARKET ACCOUNT	.00
BUILDING FUND SAVINGS	.00
BUILDING FUND CHECKING	12.00

Donations in excess of \$1,000
none

(Mary, Katie; unanimous (4-0))

February payroll had four 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. (Colleen, Katie; unanimous (4-0))

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.

(Mary, Colleen; unanimous (4-0))

Shauna is excited to welcome Sharon back. On her return she will resume tech appointments and newsletter duties. Shauna and Sharon will meet with department heads to ensure a smooth transition. J. P. Hunter will come to inspect the roof and gutter guards. Erica, a representative from Aflac will be onsite to discuss supplemental insurance options with staff. There will be a full staff meeting on Thursday, March 12th. Staff will be led through the yearly anti sexual harassment training and then participate in a charrette activity regarding the renovation project. The Friends of the Library are hosting an Irish Tea on March 12th, it's sold out! The classic catalog is no longer supported or ADA-compliant and will no longer be available after March 31, 2026. Shauna attended a Zoom conference on succession planning - a strategic process that identifies critical roles and develops internal talent to fill leadership gaps, ensuring business continuity and smooth transitions. Shauna will work with department heads to identify points of failure and cross training opportunities to ensure continuation of services.

VIII. President's Remarks

Jim attended two author talks, the first on March 7th at the Mattituck Laurel Library, *Savoring Time* by Mary Ellen Tomaszewski. She was joined by singer/guitarist Michael Reichert. Then on March 8th, author Catherine Harper talked about her latest book, *I Am The House*, at the Community Room at the Cutchogue-New Suffolk Free Library. Jim spoke about a local author's shelf and promoting upcoming charrettes at library events.

IX. Committee Reports

A. Building / Grounds

Met on the 12th of February. Waiting on the outcome of the community charrettes planned for the staff on March 12th and on April 21st and May 16th to gather community information and plan next steps regarding the renovation project.

X. Old Business

none

XI. New Business

A. 2027 Draft Budget

Shauna will send the 2027 draft budget to trustees. Priority is to stay under the 2% tax cap with a modest increase to staff salaries and to prioritize building / facilities with remaining funds.

B. Set Budget information hearing date and time to Monday September 14, 2026 at 5:30PM and budget vote date and time to Tuesday September 22, 2026 from 11AM – 7PM

Hearing date/time and budget vote date/time approved.

(Mary, Katie; unanimous (4-0))

C. Establish window for call for nominations. Nominations open July 1, 2026 and close on August 3, 2026 at 7PM.

Nomination window approved.

(Colleen, Mary; unanimous (4-0))

XII. Period of Public Expression

none

XIII. Executive Session

To discuss the employment history of a particular person and matters leading to the appointment, employment, or compensation of a particular person.

Motion to move into Executive Session at 6:46PM

(Mary, Katie; unanimous (4-0))

Motion to return to regular monthly meeting at 7:07PM

(Mary, Colleen; unanimous (4-0))

XIV. Adjournment

Motion to adjourn at 7:07PM

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

Dates of Future Board Meetings

Monday, April 13, 2026

Monday, May 11, 2026

Monday, June 8, 2026

Respectfully submitted,

Katie O'Rourke

Secretary