

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

MEETING DATE: Monday March 9, 2020

MEETING TIME: 6:00 PM

- I. Approval of the Agenda**
- II. Review and Approval of the Minutes of February 10, 2020 Regular Board Meeting**
- III. Approval of March's Treasurer's Report**
- IV. Period of Public Expression**
- V. Director's Report**
- VI. President's Remarks**
- VII. Committee Reports**
- VIII. Old Business**
 - A. Parking Lot
 - B. Liquor License
 - C. Water Bottle Filling Station
- IX. New Business**
 - A. Macmillan Embargo Resolution
 - B. Approval 2020 salaries
 - C. Approve date for 2020 budget Vote – Tuesday September 22, 2020
 - D. Approval of the 2019 New York State Report
 - E. Coronavirus Contingency
 - F. Board Meeting Changes in April and June
 - G. Set Monthly Meeting Date – Tuesday April 14, 2020
- X. Adjournment**

MATTITUCK-LAUREL LIBRARY

APPROVED MINUTES OF THE REGULAR MONTHLY MEETING

MARCH 9, 2020

NOTE: No meeting was held in February.

Present: Jim Underwood, President; Katie O'Rourke, Secretary; Fred Cohen, Treasurer; Jean Mahoney, Trustee; Derek McLean, Trustee; Jeffrey Walden, Director

Absent: Nick Timpone, Vice President; Peter Kren, Trustee

Jim called the meeting to order at 6:05 p.m. and led the Pledge of Allegiance.

I. Approval of the Agenda Motion to approve by Katie; seconded by Jean and approved.

II. Review and Approval of the Minutes of the January 13, 2020 Regular Board Meeting Motion to approve by Fred; seconded by Jean and approved.

III. Treasurer's Report - Approval of January and February Treasurer's Report Fred presented the warrants for **February:**

OPERATING ACCOUNT	\$ 102,949.84
CULTURAL ACTIVITIES FUND	3,885.16
MONEY MARKET ACCOUNT	.00
BUILDING FUND CHECKING ACCOUNT	1,000.00
BUILDING FUND SAVINGS ACCOUNT	.00

Motion to approve by Katie; seconded by Jean and approved.

Fred presented the warrants for **January:**

OPERATING ACCOUNT	\$ 91,163.38
CULTURAL ACTIVITIES FUND	5,165.76
MONEY MARKET ACCOUNT	.00
BUILDING FUND CHECKING ACCOUNT	14,591.45
BUILDING FUND SAVINGS ACCOUNT	.00

Motion to approve by Derek; seconded by Jean and approved.

V. PERIOD OF PUBLIC EXPRESSION None

VI. Director's Report Jeff had no additional information to report. Discussion ensued concerning the new "Teen Tech Tutors" program. Jean noted that she is the person to contact at the high school.

VI. President's Report Jim commented positively on a cooking program he had recently attended. Jim suggested we "soften" the look of the meeting room with plants and art work.

VIII. Committee Reports None

IX. Old Business

A. Parking Lot Item is on the Southold Town Planning Board public meeting agenda tonight. Approval expected. Neighbors have agreed to "wait and see" if a fence is needed along the property line in addition to the landscaping. Bid documents are almost ready. NYS DOT requires a handicapped ramp on both sides of the crosswalk. 2-6 weeks for DOT approval. The project has potential to start this spring. Board members expressed interest in using local contractors.

B. Liquor License Jeff reported that there is no legal issue with serving alcohol in the library and it is covered under the umbrella policy for the insurance company. We would have to apply for a temporary one day liquor license for each event. We could hire a caterer or a winery to serve. Policy committee will meet to discuss this possible change.

C. Water Bottle Filling Station Jeff contacted Hardy Plumbing. They are installing one at Laurel Links and can give him a better labor cost estimate after that job is done. Cost of the fountain is \$900-\$1200. Motion to go ahead with the project made by Jean; seconded by Katie and approved. Jeff will contact Hardy Plumbing.

XI. New Business

A. Macmillan Embargo Resolution Attached here. Discussion ensued. Motion to approve by Jean; seconded by Fred and approved.

B. Approval of 2020 Salaries Salaries were presented to the Board at the January meeting but no vote was taken to approve. Jean asked to see all salaries before approving. Item tabled until next meeting.

C. Approve Date for 2020 Budget Vote - Tuesday, September 22, 2020 Motion to approve by Fred; seconded by Katie and approved.

D. Approval of the 2019 New York State Report Motion to approve by Katie; seconded by Fred and approved. Jeff had a copy available for members' review.

E. Coronavirus Contingency Discussion ensued. Members agreed that if the Mattituck-Cutchogue School District closes, the library will close. Staff will be paid as regularly scheduled. Motion by Jean; seconded by Derek and approved.

F. Board Meeting Date Changes in April and June Jeff asked if the April 13 meeting date could be changed due to conflict with his vacation. Members agreed to meet on Tuesday, April 14, 2020. Motion

by Jean; seconded by Derek and approved. Decision on changing the June meeting date tabled until a later date.

G. Set Monthly Meeting Date The next regular scheduled monthly meeting will be held on Tuesday, April 14, 2020.

Discussion ensued concerning periodic disinfecting of surfaces in the library during the day. Jeff will speak with Calvin. Derek mentioned cleaning the gutters and repairs to fascia. Jeff noted that Mike will be cleaning the gutters. Jeff and Derek went outside to survey the situation at the close of the meeting.

XII. Adjournment The meeting was adjourned at 7:05 p.m. Motion by Derek; seconded by Jean and adjourned.

Respectfully submitted,

Katie O'Rourke

Secretary