

**MATTITUCK-LAUREL LIBRARY**  
**DRAFT MINUTES OF THE REGULAR MONTHLY MEETING**  
March 10, 2025

**Present**

Jim Underwood, President  
Mary Sanchez, Vice President  
Colleen Grattan-Arnoff, Treasurer  
Katie O'Rourke, Secretary  
John Carter, Trustee (arrived @ 6:06PM)  
Shauna Scholl, Director

**Absent with Excuse**

Peter Kren, Trustee  
Randi Tietel, Trustee

**I. Call To Order/II. Pledge of Allegiance**

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

**III. Approval of the Agenda**

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

**IV. Review and Approval of the Minutes of February 10, 2025 Regular Board Meeting**

The minutes of the meetings held February 10, 2025 were approved.  
(Mary, 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 2025** warrant:

OPERATING ACCOUNT	\$160,772.51
CULTURAL ACTIVITIES FUND	35.59
MONEY MARKET ACCOUNT	.00
BUILDING FUND SAVINGS	.00
BUILDING FUND CHECKING	.00
Donations in excess of \$1,000	
none	
(Katie, Mary; unanimous (4-0))	
<i>February payroll has four weeks.</i>	

## **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, Mary; 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.

(Colleen, Mary; unanimous (5-0))

Shauna reported that Coastline returned to the library on Friday, March 7th, the staff restroom overflowed, and they cleared the clog (Coastline was in the building for the same problem on Thursday, February 13th). Discussion ensued and a decision was made to close the staff restroom for the time being. TFLC was on-site February 26th and removed a tree that fell on a neighbor's shed and caused damage. They did some additional cleanup of branches/trees that had the potential to fall on the neighbor's property. The neighbor will go through their homeowner's policy to get their shed repaired. The Mattituck-Laurel Library and the Cutchogue New Suffolk Free Library have officially agreed to enable Sora for the school district. Students now have access to our K-12 media on Overdrive, which they can check out with their school information. The cost of Sora will be split with CNSFL. Staff participated in a Zoom training course for Vega, our new online library catalog. Helpful updates were made on the libraries webpage.

## **VIII. President's Remarks**

Jim reiterated that the Board set the bond vote date for June 17, 2025, we will continue to work towards that date and get the word out.

## **IX. Committee Reports**

No committees met. Jim mentioned that the open house that took place on Wednesday, February 26th from 4PM – 6PM was attended by six overwhelmingly supportive patrons regarding the proposed renovation.

## **X. Old Business**

none

## **XI. New Business**

*A. Engagement letter – Hawkins, Delafield & Wood*

*Accept engagement letter from Hawkins, Delafield & Wood*

*(John, Mary; unanimous (5-0))*

*B. Set budget information hearing date and time to Monday, September 8, 2025 at 5:30pm and budget vote date and time to Tuesday, September 16, 2025 from 9am – 7pm*

*Budget information hearing date and vote date approved*

*(Colleen, Katie; unanimous (5-0))*

*C. Establish window for call for nominations open on July 1, 2025 and close on August 1, 2025 at 7pm*

*Nominations window approved  
(Mary, Colleen; unanimous (5-0))*

*D. ROOM Furniture Quote*

*Discussion ensued regarding the quote, no action was taken.*

**XII. Period of Public Expression**

none

**XIII. Adjournment**

Motion to adjourn at 6:59PM  
(John, Colleen; unanimous (5-0))

**Dates of Future Board Meetings**

Monday, April 14, 2025  
Monday May 12, 2025  
Monday June 9, 2025

Respectfully submitted,  
Katie O'Rourke  
Secretary