

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

MEETING DATE: March 11, 2019

MEETING TIME: 6:00 PM

- I. Approval of the Agenda**
- II. Review and Approval of the Minutes of February 11, 2019 Regular Monthly Meeting**
- III. Treasurer's Report**
- IV. Friends of the Library Report**
- V. Period of Public Expression**
- VI. Director's Report**
- VII. President's Remarks**
- VIII. Committee Report**
- IX. Old Business**
 - A. Parking Lot and Building
 - B. No Stopping Anytime sign
- X. New Business**
 - A. Selecting a new Auditor
 - B. Regular Monthly Meeting Date – April 8, 2019
- XI. Adjournment**

MATTITUCK-LAUREL LIBRARY

APPROVED MINUTES OF THE REGULAR MONTHLY MEETING

MARCH 11, 2019

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

Absent: None

Jim called the meeting to order at 6:00 p.m.

I. Approval of the Agenda Motion to approve by Colleen; seconded by Fred and approved.

II. Review and Approval of the Minutes of the February 11, 2019 Regular Monthly Meeting Motion to approve by Colleen; seconded by Fred and approved.

III. Treasurer's Report Fred presented the warrants for February, 2019:

OPERATING ACCOUNT	\$ 119,732.79
CULTURAL ACTIVITIES FUND	530.00
MONEY MARKET ACCOUNT	405.00
BUILDING FUND CHECKING	.00
BUILDING FUND SAVINGS	.00

DONATIONS RECEIVED IN EXCESS OF \$1,000 - None

Colleen made the motion to approve the Treasurer's Report; seconded by Jean and approved.

IV. Friends of the Library Report None

V. Period of Public Expression None

VI. Director's Report Jeff added the following information to his written report. The library is acting as host for a Mattituck High School student who is receiving a Presidential Volunteer Service Award on Saturday, March 23. This student has completed 50 hours of community service in a year (at the library and local animal shelters). Jeff invited board members to attend. Jeff will be ordering motorized window shades from Lowe's for the back windows in the children's room (security concerns at night). Discussion ensued concerning the incident with Peter Karakassonis; report attached here. Jeff noted that the new flooring will be installed in the children's and tween rooms March 25-27. The room will be closed for those days. Estimated cost for the project is \$19,000-\$20,000, including the movers.

VII. President's Remarks Jim commended Jeff and Lynn on their handling of the incidents with Peter Karakassonis.

VIII. Committee Reports Jeff will convene the Policy/Personnel Committee next week to review revisions to the Public Order Policy and the Art Gallery Policy. He has input from the library's attorney to make the revisions.

IX. Old Business

A. Parking Lot and Building At Jeff's recommendation, members voted to approve going forward with the parking lot/driveway entrance project at this time and accepting a proposal from the engineering firm of Barrett Bonacci and Van Weele - items 1,2,4,5 and 9 (attached here) at a cost not to exceed \$15,000. Motion by Peter; seconded by Colleen and passed. Note - these costs are included in Christopher Sepp's original estimate. Jeff noted that he met with Sepp last week and they are working on drawings for renovations inside the building as well. Jeff will convene the Building and Grounds committee when he has the revisions. Suggestions include installing a folding door to divide the large meeting room downstairs, removing walls in the original building, installing lower stacks.

B. No Stopping Anytime Sign (copy of Town's letter attached here) Jeff and the board are not satisfied with the Town Transportation Commission's review of the traffic problems in front of the library. Peter suggested the engineering firm look into it as part of their work. The board authorized Jeff to reply to the Town that the study is insufficient and that they need to re-visit the site and assess the situation again.

X. New Business

A. Selecting a New Auditor Jeff noted that he has selected the firm of Covati & Janhsen CPAs to perform the audit for 2018 and to prepare the library's tax forms. Their bid was \$9,000 and they were recommended by our prior accountant, Dean Giaquinto.

B. Regular Monthly Meeting Date The next regular monthly meeting will be held on Monday, April 8, 2019.

XI. Adjournment The meeting was adjourned at 6:40 p.m. Motion by Colleen; seconded by Jean and passed.

Respectfully submitted,

Colleen Grattan-Arnoff, Secretary