

MEETING TIME: 6:00 PM

I. Approval of the Agenda

**II. Review and Approval of the Minutes of February 12, 2018
Regular Monthly Meeting**

III. Treasurer's Report

IV. Preview of New Website

V. Period of Public Expression

VI. Director's Report

VII. President's Remarks

VIII. Committee Reports

A. Policy and Personnel

B. Building & Grounds

IX. Old Business

A. Toddler are update

B. Paid Family Leave Policy

X. New Business

A. Whistleblower Policy and Sexual Harassment Policy

B. PLA expenses

C. Approval of 2017 Annual Report for Public and Association

Libraries

D. Set Monthly Meeting Date

XI. Adjournment

MATTITUCK-LAUREL LIBRARY
APPROVED MINUTES OF THE REGULAR MONTHLY MEETING
MARCH 12, 2018

Present: Scott Verity, President; Jim Underwood, Vice President; Bob Johnson, Treasurer; Colleen Grattan-Arnoff, Secretary; Fred Cohen, Trustee; Peter Kren, Trustee; Jeffrey Walden, Director

Absent: Nick Timpone, Trustee

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

I. Approval of the Agenda Moved by Jim; seconded by Colleen and approved.

II. Review and Approval of the Minutes of the February 12, 2018 Regular Monthly Meeting Motion to approve by Bob; seconded by Peter and approved.

III. Treasurer's Report Bob presented the warrants for the month of February, 2018:

OPERATING ACCOUNT	\$ 83,621.50
CULTURAL ACTIVITIES FUND	1,467.96
MONEY MARKET ACCOUNT	2,500.00
BUILDING FUND CHECKING ACCOUNT	.00
BUILDING FUND SAVINGS ACCOUNT	.00

Fred made the motion to approve the Treasurer's Report; seconded by Peter and passed.

IV. Preview of New Website John Deschamps gave a demonstration of the library's new website (a work in progress).

V. Period of Public Expression None

VI. Director's Report Jeff added the following information to his written report. He has offered a part-time position at the circulation desk to Lauren Brigham. Phone line and network wiring work has been done in the Teen Area so the new Teen Librarian can operate a work station in the room. Additional wiring was also done for the installation of the old color copier which will be used as a color printer for the public access computers (new color copier on order).

VII. President's Remarks None

VIII. Committee Reports

- A. **Policy & Personnel** Committee met last week. Policies are noted under Old Business and New Business.
- B. **Building & Grounds** Committee met and agreed to focus on three main projects for 2018: replace brick at main entrance, replace carpet in community room, stain exterior shingles. The parking lot/entrance widening project will probably be a 2019 project, perhaps a two-phase job. The committee also discussed re-designing the interior space in the library. A space planner from Beatty Harvey Coco Architects will provide estimates for proposals.

IX. Old Business

- A. **Toddler Area Update** Jeff provided members with a copy of a preliminary design concept for the area. Attached here.
- B. **Paid Family Leave Policy** Attached here. Motion to approve by Jim; seconded by Colleen and approved.

X. New Business

- A. **Whistleblower Policy and Sexual Harassment Policy** Attached here. Motion to approve by Fred; seconded by Colleen and approved.
- B. **PLA Expenses** Jeff is attending the Public Library Association conference in Philadelphia, PA this month. Board approved miscellaneous expenses not to exceed \$500. Motion by Fred; seconded by Bob and passed.
- C. **Approval of 2017 Annual Report for Public and Association Libraries** Motion to approve made by Bob; seconded by Peter and passed.
- D. **Set Monthly Meeting Date** The next regular monthly meeting will be held on Monday, April 9, 2018.

XI. Adjournment Motion by Bob; seconded by Peter. Meeting adjourned at 6:58 p.m.

Respectfully submitted,

Colleen Grattan-Arnoff
Secretary