

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

MEETING DATE: Monday March 14, 2022

MEETING TIME: 6:00 PM

- I. Approval of the Agenda**
- II. Review and Approval of the Minutes of February 14, 2022 Regular Board Meeting**
- III. Approval of Treasurer's Report**
- IV. Period of Public Expression**
- V. Director's Report**
- VI. President's Remarks**
- VII. Committee Reports**
 - A. Budget and Finance
 - B. Personnel and Policy
- VIII. Old Business**
 - A. 2021 Fund Balance
 - B. Promote Sara Colichio to Head of Adult and Information Services
- IX. New Business**
 - A. Approval of the NYS Annual Report
 - B. Approval of new employment application
 - C. Approval of estimate/work for fascia and children's room door
 - D. Planning of grand opening for greenspace
 - E. Osprey security estimate/proposal
- X. Executive Session**
- XI. Adjournment**

Next Meeting – April 11, 2022

MATTITUCK-LAUREL LIBRARY

APPROVED MINUTES OF THE REGULAR MONTHLY MEETING

MARCH 14, 2022

Present: Derek McLean, President; Nick Timpone, Vice President; Karenann Volinski, Treasurer; Katie O'Rourke, Secretary; Colleen Grattan-Arnoff, Trustee; Mary Sanchez, Trustee; Peter Kren, Trustee (via Zoom); Shauna Scholl, Interim Director; Sara Colichio, Teen Services Librarian; Jeff Walden, Director; Kevin Verbese, Director, SCLS

Absent: None

Derek called the meeting to order at 6:02PM.

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

II. Review and Approval of the Minutes of February 14, 2022 Regular Board Meeting Motion to approve made by Colleen; seconded by Peter and approved.

III. Approval of Treasurer's Report Karenann presented the warrants for the month of February, 2022. They are as follows:

OPERATING ACCOUNT	\$142,772.39
CULTURAL ACTIVITIES FUND	470.00
MONEY MARKET ACCOUNT	.00
BUILDING FUND SAVINGS	.00
BUILDING FUND CHECKING	7,193.10

No donations in excess of \$1,000.00 were received in February, 2022.

Motion to approve made by Peter; seconded by Mary and approved.

IV. Period of Public Expression None

V. Director's Report Shauna prepared a written report. Shauna shared that the Friends will be hosting an Irish Tea Luncheon on Wednesday, March 16, 2022. Twenty-six patrons have registered to enjoy this festive event. Shauna also shared that donations have been accepted in memory of Bill Taylor. The family would like to purchase a bench. The Buildings & Grounds Committee will meet to discuss this purchase.

VI. President's Remarks Derek stated that both the Budget & Finance and Personnel & Policy Committees met. The 2021 Fund Balance, a retirement and promotion, and the mask policy were discussed. The Mattituck-Laurel Library will continue to follow mask policies put in place in our community schools. Mask wearing is optional. If staff or patrons wish to wear a mask a supply is available at the circulation desk. Hand sanitizer is also available. The library will keep an eye on the local COVID-19 situation.

VII. Committee Reports

- A. **Budget & Finance** The committee met on March 2, 2022. The 2021 Fund balance of \$319,114.95 will be used to pay down the loan for the parking lot project in the amount of \$150,000.00. Additionally, \$169,114.95 will be transferred to the Capital Reserve Fund. This brings the Capital Reserve Fund balance to \$391,094.95. This will give the library approximately four months of operating expenses. Motion to approve made by Karenann; seconded by Colleen and approved.
- B. **Personnel & Policy** The committee met on March 9, 2022. Discussed changes in personnel.

VIII. Old Business

- A. **2021 Fund Balance** See **Budget & Finance** under **Committee Reports** above.
- B. **Promote Sara Colichio to Head of Adult and Information Services.** Sara was present and made a presentation on her behalf. Negotiations are in progress.

IX. New Business

- A. **Approval of the NYS Annual Report** Shauna completed the Annual Report for Public and Association Libraries. Motion to approve made by Katie; seconded by Colleen and approved.
- B. **Approval of new employment application** Shauna created an updated employment application. This application will be put on our website. Motion to approve made by Nick; seconded by Colleen and approved. She is also working on adding a new page on our website for employment opportunities.
- C. **Approval of estimate/work for fascia and children's room door** Derek reached out to several businesses and many couldn't come and see the job for 6 months. A \$7,200.00 deposit was paid to HomeWork Inc for soffit and fascia work, door trim, and a new fiberglass door in the children's room. AZEK trim, known for its durability and low maintenance will be used. The new door is ADA compliant. Motion to approve made by Nick; seconded by Karenann and approved.
- D. **Planning of grand opening for greenspace** Discussion ensued as to how and when we would celebrate our new greenspace. May 15,2022 is a possibility; a jazz concert has been scheduled for that day. Tabled for April.
- E. **Osprey security estimate/proposal** Shauna and Derek reviewed their proposal. The camera installation proposed will be sufficient to view the front and rear of the property, remedying a few blind spots which now exist. There is a one-year warranty and no monthly fees. Questions about NVR capabilities will be answered. Tabled for April.

X. Executive Session The board moved into executive session to discuss personnel matters at 6:42PM. The regular meeting resumed at 7:35PM.

XI. Adjournment The meeting was adjourned at 7:39PM. Motion by Nick; seconded by Colleen and adjourned.

The next regularly scheduled meeting will be held on Monday, April 11, 2022.

Respectfully submitted,

Katie O'Rourke

Secretary