

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

MEETING DATE: Monday April 12, 2021

MEETING TIME: 6:00 PM (Zoom)

- I. Approval of the Agenda**
- II. Review and Approval of the Minutes of March 8, 2020 Regular Board Meeting**
- III. Approval of Treasurer's Report**
- IV. Period of Public Expression**
- V. Staff Presentation – Shauna Scholl**
- VI. Director's Report**
- VII. President's Remarks**
- VIII. Committee Reports**
 - A. Budget
 - B. Long Range Planning
 - C. Policy
- IX. Old Business**
 - A. Parking Lot/Greenspace
 - B. New Front Doors
 - C. Hours of Operation
- X. New Business**
 - A. Approval of New/revised Policies
 - B. Approval of 2020 New York State Report
 - C. Approval of Loan from Dime Bank
- XI. Adjournment**

Next Meeting - May 10, 2021

MATTITUCK-LAUREL LIBRARY

APPROVED MINUTES OF THE REGULAR MONTHLY MEETING

APRIL 12, 2021

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

Absent: None

Jim called the meeting to order at 6:01 p.m.

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

II. Review and Approval of the Minutes of the March 8, 2021 Regular Monthly Meeting Motion to approve made by Colleen; seconded by Katie and approved.

III. Approval of the Treasurer's Report Peter presented the warrants for the month of March, 2021:

OPERATING ACCOUNT	\$104,703.19
CULTURAL ACTIVITIES FUND	515.73
MONEY MARKET ACCOUNT	.00
BUILDING FUND CHECKING ACCOUNT	1,500.00
BUILDING FUND SAVINGS ACCOUNT	.00

No donations in excess of \$1,000.00 received in March, 2021.

Motion to approve made by Derek; seconded by Colleen and approved.

IV. Period of Public Expression None

V. Staff Presentation - Shauna Scholl Jim welcomed Shauna to the meeting. Shauna highlighted some of the projects she's been working on in the technology department: Constant Contact emails (strong patron response to topics such as the new Library of Things and the parking lot project announcement); server room clean up, new malware, inventory of library software and hardware, new firewall. Discussion ensued concerning target marketing and the display of the library's daily calendar of events on the website.

VI. Director's Report Jeff added the following information to his written report. Patrons have checked out items from the new Library of Things. Jeff shared several emails and letters he received from patrons who expressed appreciation for the library's services during the Pandemic. Library funding has been restored to the NYS budget. ILL service will resume to 5 days a week by the end of April. The

library's construction grant allotment was increased to \$225,000. Sara Colichio will move to the reference area . In response to a neighbor's request, Mike will re-direct a bright LED light on the corner of the building by the path to the church parking lot. Discussion ensued concerning installing motion detector lighting once the parking lot project is complete.

VII. President' Remarks None

VIII. Committee Reports

A. Budget The Budget Committee met to work on a preliminary budget for 2022. Jeff anticipates staying under the NYS tax cap with a 1.2%-1.5% overall increase. The library will be borrowing less for the construction project than originally anticipated. The committee will meet again in the near future as Jeff wants to have the budget done by May.

B. Long Range Planning The committee met two times and is working on a mission statement for the library and a three-year plan.

C. Policy Committee Jeff sent several new policies for members to review. A meeting will be scheduled in the near future.

IX. Old Business

A. Parking Lot/Greenspace Jeff noted that we are waiting for a permit from the NYS Department of Transportation before Southold Town can release the plans. Progress is expected this week.

B. New Front Doors The re-scheduled installation dates are April 22 and 23. Jeff anticipates the library will be closed to the public on April 22. Staff will report to work and use the back door in the Children's Room.

C. Hours of Operation Members agreed to make no changes to the hours of operation until the parking lot project is completed. Discussion ensued concerning securing the greenspace when the library is closed. This matter will be referred to the Policy Committee.

X. New Business

A. Approval of New/Revised Policies Tabled until reviewed by Policy Committee.

B. Approval of 2020 New York State Report Motion to approve made by Jean; seconded by Colleen and approved.

C. Approval of Loan from Dime Bank The Budget Committee recommended borrowing \$550,000. Motion to approve made by Jean; seconded by Peter and approved. Jeff will notify the bank of the board's official approval of the borrowing and the loan process can move forward.

Additional New Business - Jeff asked if the board wanted to continue with patron sign in at the front desk. Discussion ensued and members agreed that sign in is no longer needed. It could start up again if pandemic conditions necessitate.

XI. Adjournment The meeting was adjourned at 6:46 p.m. Motion to adjourn made by Derek; seconded by Colleen and adjourned.

The next regular monthly meeting will be held on Monday, May 10, 2021.

Respectfully submitted,

Katie O'Rourke

Secretary