

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

MEETING DATE: Monday April 13, 2020

MEETING TIME: 3:00 PM

- I. Approval of the Agenda**
- II. Review and Approval of the Minutes of March 9, 2020 Regular Board Meeting**
- III. Approval of March's Treasurer's Report**
- IV. Period of Public Expression**
- V. Director's Report**

- VI. President's Remarks**
- VII. Committee Reports**
- VIII. Old Business**
 - A. Parking Lot
 - B. Water Bottle Filing Station

- IX. New Business**
 - A. Approval of 2020 salaries
 - B. Payroll Discussion
 - C. 2021 Budget Discussion including Health Insurance Costs 2021
 - D. Local Tax Revenue and State Aid to Libraries
 - E. Set Monthly Meeting Date – Monday May 11, 2020

- X. Adjournment**

MATTITUCK-LAUREL LIBRARY

APPROVED MINUTES OF THE REGULAR MONTHLY MEETING

APRIL 13, 2020

NOTE: The meeting was held virtually via the Zoom app due to the Covid-19 virus.

Present: Jim Underwood, President; Nick Timpone, Vice President; Katie O'Rourke, Secretary; Fred Cohen, Treasurer; Jean Mahoney, Trustee; Derek McLean, Trustee; Jeffrey Walden, Director

Absent: Peter Kren, Trustee

Jim called the meeting to order at 3:02 p.m.

I. Approval of the Agenda Motion to approve by Katie; seconded by Jean and approved

II. Review and Approval of the Minutes of the March 9, 2020 Regular Board meeting Motion to approve by Fred; seconded by Katie and approved.

III. Approval of the March Treasurer's Report Fred presented the warrants for March, 2020:

OPERATING ACCOUNT	\$139,007.93
CULTURAL ACTIVITIES FUND	2,040.00
BUILDING FUND CHECKING	2,350.90
MONEY MARKET ACCOUNT	.00
BUILDING FUND SAVINGS	.00

No donations in excess of \$1,000 received in March. Motion to approve by Derek; seconded by Katie and approved.

IV. Period of Public Expression – Notice of virtual meeting posted on website. No comments received.

V. Director's Report Jeff noted that he participated in a county-wide virtual directors' meeting and shared the following information with the board. Under executive order from the governor, "nothing happens until April 29, 2020." Permission to hold virtual board meetings has been extended through April 27, 2020. Budget votes have been postponed; most libraries will keep their 2021 budgets flat with no increases. New York State and Suffolk County are allowing absentee ballots for all and electronic voter registration. All due dates for material are extended; all holds are frozen. Overdrive downloads were 38,000/week in early March and 55,000/week in early April. Libraries (including Mattituck-Laurel) shared their 3D printers with SCLS in a project to make headbands for face shields for Stony Brook Hospital. Issues to consider when re-opening libraries include protecting staff and patrons, masks, hand sanitizer, plastic shields, re-spacing public access computers and staff stations. SCLS is creating a committee to discuss staff and public protection.

Discussion ensued concerning meeting room use and programming going forward. Jeff is using the Zoom app for department and staff meetings. Groups led by Bev and Jerry are meeting on line. Karen is reading stories on line. Library card renewals are being handled on line by Shauna. Discussion ensued

about programs cancelled for April: yoga, aerobics, safe boating course, art classes, Friends trip, concert, cooking classes. It is not known at this time when they can be rescheduled and summer programming is also uncertain.

VI . President's Remarks Jim commended Jeff and the staff on their work during these unprecedented times and circumstances

VII. Committee Reports None

VIII. Old Business

A. Parking Lot Jeff noted that we did not receive final approval from NYS DOT or Southold Town before the government shut downs. Jeff will inform the board when he gets any further information. Discussion ensued concerning the future of the project.

B. Water Bottle Filling Station project on hold until building can be opened up again.

IX. New Business

A. Approval of 2020 Salaries Motion to approve by Jean; seconded by Katie and approved. Discussion ensued concerning the creation of an "Emerging Technology Librarian" position.

B. Payroll Discussion Members agreed to continue to pay employees until new state and county regulations come out. The tax monies have been appropriated and most libraries are still paying staff. Discussion ensued concerning opening the library if the schools remain closed for the remainder of the school year, cleaning of the building and materials, re-arranging the interior of the building for the safety of patrons and staff, possible changes in volume of materials circulated. Jeff noted that the MacMillan embargo has been lifted.

C. 2021 Budget Discussion including Health Insurance Costs for 2021 Jeff noted that NYSHIP rates may increase as much as 40%. Also, SCLS funding from the state is in question and SCLS may require additional member library support. NYS grant funding is also in question.

D. Local Tax Revenue and State Aid to Libraries The library has received approximately 60% of the 2020 tax appropriation. It is unknown at this time if and when we will receive the balance of the funds. Jeff noted that we do have funds in reserve. Nick suggested the possibility of hiring private security to limit the number of people in the building if required by law.

E. Set Monthly Meeting Date – Monday, May 11, 2020 Another virtual meeting via the Zoom app has been tentatively scheduled for Monday, May 11, 2020, at 6:00 p.m.

X. Adjournment The meeting was adjourned at 3:53 p.m. Motion by Derek; seconded by Nick and adjourned.

Respectfully submitted,

Katie O'Rourke, Secretary