

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

MEETING DATE: Monday May 11, 2020

MEETING TIME: 3:00 PM

- I. Approval of the Agenda**
- II. Review and Approval of the Minutes of April 13, 2020 Regular Board Meeting**
- III. Approval of April's Treasurer's Report**
- IV. Period of Public Expression**
- V. Director's Report**
- VI. President's Remarks**
- VII. Committee Reports**
 - A. Budget Committee
- VIII. Old Business**
 - A. Parking Lot
- IX. New Business**
 - A. Budget Vote and Trustee election
 - B. Set Monthly Meeting Date – Monday June 8, 2020
- X. Adjournment**

MATTITUCK-LAUREL LIBRARY

APPROVED MINUTES OF THE REGULAR MONTHLY MEETING

MAY 11, 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 6:04 p.m.

I. Approval of the Agenda Agenda approved with the time changed from 3:00 p.m. to 6:00 p.m. Motion by Katie; seconded by Derek and approved.

II. Review and Approval of the Minutes of the April 2020 Regular Board Meeting Motion to approve by Fred; seconded by Katie and approved.

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

OPERATING ACCOUNT	\$87,087.10
CULTURAL ACTIVITIES FUND	550.00
MONEY MARKET ACCOUNT	.00
BUILDING FUND SAVINGS	.00
BUILDING FUND CHECKING	.00

No donations in excess of \$1,000 received in April. 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 tomorrow he is getting an estimate for acrylic shields to be placed at various stations around the library. Members commented favorably on the new Constant Contact weekly e-newsletter. Jeff participated in a county-wide virtual director's meeting and shared the following information with the board. The "Pause" is ending in parts of New York state on May 15; however, not all of the seven criteria have been met yet in Suffolk County. SCLS is working on a document as a guide for public libraries to re-open. SCLS wants all libraries to be treated the same, no matter if their governance is as a free association library or a school district library. Libraries could fit into phases of opening 1,2 or 4. The majority of libraries in our zone voted to be in phase 1. Once permission is given, there would be flexibility for opening each individual library, depending on their community circumstances. Phases are as follows: 1) some staff in building; 2) curbside pick up of

materials; 3) modified service plan with a limited number of people in the building; 4) regular operations. Discussion ensued concerning staff returning to the building and deep cleaning, coordinating opening date with other local libraries; ordering new materials, possibility of using the U.S. Postal Service to distribute materials to patrons.

VI. President's Remarks Jim commended the staff for " being creative in a difficult time" and he noted that he plans to have staff input in committee meetings.

VII. Committee Reports

A. Budget Committee The Budget Committee met last Saturday and recommended a zero budget increase for 2021. Most public libraries in Suffolk County are doing the same. Jeff noted that we will probably get the remainder of the tax appropriation for 2020 but it is uncertain when we will receive the first payment for 2021. Discussion ensued concerning salaries for 2021 and health insurance costs. Motion to approve a zero budget increase for 2021 made by Jean; seconded by Nick and passed. No budget vote will be held.

VIII. Old Business

A. Parking Lot No approvals have been received; project is on hold.

IX. New Business

A. Budget Vote and Trustee Election Jeff has contacted Kevin Seaman, the library's attorney, for an opinion as to whether or not the library has to mail absentee ballots for the trustee election to be held in September (no budget vote - see above). Jeff hopes we will be able to open the building by that time and hold the trustee election on site. Note: Fred has completed his two terms. Nick agreed to run again. Jeff will check with Peter.

A remote Policy Committee meeting is scheduled for Wednesday, May 20, 2020, at 5:00 p.m. to discuss the SCLS preliminary plan to re-open libraries. Jeff will send additional agenda items to committee members prior to the meeting date.

B. Set Monthly Meeting Date - Monday, June 8, 2020 Another virtual meeting via the Zoom app has been scheduled for Monday, June 8, 2020 at 6:00 p.m.

X. Adjournment The meeting was adjourned at 6:47 p.m. Motion by Katie; seconded by Jean and adjourned.

Respectfully submitted,

Katie O'Rourke, Secretary