

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

MEETING DATE: May 13, 2019

MEETING TIME: 6:00 PM

- I. Approval of the Agenda**
- II. Review and Approval of the Minutes of April 8, 2019 Regular Monthly Meeting**
- III. Treasurer's Report**
- IV. Friends of the Library Report**
- V. Period of Public Expression**
- VI. Director's Report**
- VII. President's Remarks**
- VIII. Committee Reports**
 - A. Building and Grounds
 - B. Budget
- IX. Old Business**
 - A. Parking Lot and Building
 - B. No Stopping Anytime sign
- X. New Business**
 - A. Set Date for 2020 Budget Vote and Trustee Election
 - B. Regular Monthly Meeting Date – June 10, 2019
- XI. Adjournment**

MATTITUCK-LAUREL LIBRARY

APPROVED MINUTES OF THE REGULAR MONTHLY MEETING

MAY 13, 2019

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

Absent: Colleen Grattan-Arnoff, Secretary; Peter Kren, Trustee

Jim called the meeting to order at 6:04 p.m.

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

II. Review and Approval of the Minutes of the April 8, 2019 Regular Monthly Meeting Motion to approve by Fred; seconded by Nick and approved.

III. Treasurer's Report Fred presented the warrants for April, 2019:

OPERATING ACCOUNT	\$ 133,061.85
CULTURAL ACTIVITES FUND	2,445.00
MONEY MARKET ACCOUNT	.00
BUILDING FUND CHECKING	922.80
BUILDING FUND SAVINGS	.00

DONATIONS RECEIVED IN EXCESS OF \$1000 - None

Jean made the motion to approved the Treasurer's Report; seconded by Katie and approved.

IV. Friends of the Library Report Jeff noted that the Friends will resume their monthly meetings this month. They have scheduled a bus trip to Belmont Race Track in June. They will do their annual membership mailing in June.

V. Period of Public Expression None

VI. Director's Report Jeff added the following information to his written report. The architect has completed the survey for the parking lot/driveway entrance expansion project and will begin work on the final drawings. Problems with the sink and toilet in the main floor ladies bathroom have been fixed by Hardy Plumbing. Outdoor spring clean up and mulching were done last Saturday. Painting on the lower level is finished; the trim will be installed this week.

VII. President's Remarks None

VIII. Committee Reports

A. Building and Grounds At the committee's recommendation, two additional security cameras will be installed: one in the bathroom hallway and one in the children's room. Work will also be done to extend the time recorded on the NVR. There will be an on-going evaluation of the system operations. Note: Jeff and Jim spoke with a Southold Town Police Dept. detective who assured them that the individual suspected in conjunction with the spy camera and inappropriate use of the internet will not be returning to the library.

B. Budget The committee met to begin preliminary work on the 2020 budget. Members agreed to keep under the tax cap. Operations and Materials lines do not need major additional funding; Jeff is proposing a 2% salary increase for the staff. Jeff will continue to work on the budget draft.

IX. Old Business

A. Parking Lot and Building - see Committee Reports above.

B. No Stopping Anytime Sign Appeal letter attached here. No reply to date. Jeff will contact the Town to inquire if they received the letter.

X. New Business

A. Set Date for 2020 Budget Vote and Trustee Election Jeff recommended holding the 2020 Budget Vote on Tuesday, September 10, 2019 and the Information Meeting on Monday, September 9, 2019. Motion to approve by Jean; seconded by Fred and approved. Trustee seats currently held by Colleen Grattan-Arnoff and Katie O'Rourke are up for election.

B. Regular Monthly Meeting Date - June 10, 2019 The next regular monthly meeting will be held on Monday, June 10, 2019.

XI. Adjournment The meeting was adjourned at 6:30 p.m. Motion by Katie; seconded by Nick and passed.

Respectfully submitted,

Jim Underwood

President