

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

MEETING DATE: Monday May 14, 2018

MEETING TIME: 6:00 PM

- I. Approval of the Agenda**
- II. Review and Approval of the Minutes of April 9, 2018 Regular Monthly Meeting**
- III. Treasurer's Report**
- IV. Period of Public Expression**
- V. Director's Report**
- VI. President's Remarks**
- VII. Committee Reports**
 - A. Budget Committee – Preliminary 2019 Budget
- VIII. Old Business**
 - A. Claire Lincoln Toddler Area
 - B. Parking Lot Expansion
 - C. Brick walkway
 - D. Space Planning
- IX. New Business**
 - A. Acceptance of Annual Audit
 - B. DVD Fines
 - C. Set Regular Monthly Meeting Date
- XI. Adjournment**

MATTITUCK-LAUREL LIBRARY

APPROVED MINUTES OF THE REGULAR MONTHLY MEETING

MAY 14, 2018

Present: Scott Verity, President; Jim Underwood, Vice President; Colleen Grattan-Arnoff, Secretary; Fred Cohen, Trustee; Peter Kren, Trustee; Nick Timpone, Trustee; Jeffrey Walden, Director

Absent: Bob Johnson, Treasurer

Scott called the meeting to order at 6:03 p.m.

I. Approval of the Agenda Moved by Peter; seconded by Colleen and approved.

II. Review and Approval of the Minutes of the April 9, 2018 Regular Monthly Meeting Motion to approve by Colleen; seconded by Jim and approved.

III. Treasurer's Report In Bob's absence, Scott presented the warrants for the month of April, 2018:

| | |
|---|-----------------------------|
| OPERATING ACCOUNT | \$ 113,535.12 |
| CULTURAL ACTIVITIES FUND | 550.00 |
| MONEY MARKET ACCOUNT | 2,602.40 |
| BUILDING FUND CHECKING ACCOUNT | .00 |
| BUILDING FUND SAVINGS ACCOUNT | .00 |
| DONATIONS OF \$1,000 OR MORE | |
| Claire Lincoln Memorial YTD bal. as of 04/30/18 | 32,444.54 (multiple donors) |

Note: Upon the recommendation of the library's accountant, donations and other deposits in the amount of \$1,000 or more will now be listed on the Treasurer's Report. Motion to approve the Treasurer's report made by Jim; seconded by Fred and passed.

IV. Period of Public Expression None

V. Director's Report Jeff added the following information to his written report. Shauna Scholl will begin work on her MLS via an on-line program starting in October 2018. The Mattituck-Cutchoogue school students' " Wildlife of the North Fork" Program was very well attended . Discussion ensued about how programs like this can bring people into the library.

VI. President's Remarks None

VII. Committee Reports

A. Budget Committee - Budget committee met and drafted a preliminary 2019 budget with a 3% overall increase to the tax levy (translates to an additional \$10-\$12 more for the average home owner). The

largest increase is in the Capital Expenditures line to fund a flooring project and other possible major repairs necessary to the now 20-year old building. A final budget will need to be approved at the June meeting as it has to go to the school for their June board meeting. Jeff will provide members with another budget draft prior to the June meeting.

Discussion ensued in an attempt to schedule a meeting of the Personnel/Policy committee.

VIII. Old Business

A. Claire Lincoln Toddler Area Members discussed the design of the area. Fred made a motion to approve the latest proposal and design. Seconded by Jim and passed.

B. Parking Lot Expansion Jeff has contacted the surveyor for the original plans for the parking lot which are needed before the project can go forward to the Southold Town planning department. He received a quote of \$35,000 from Corazzini Asphalt to repave the existing lot. Discussion ensued concerning applying for a NYS construction grant for 2019 which could pay up to 50% for a project that included expanding the lot and widening the driveway entrance. The next step will be to hire an engineer to produce a site plan for the project.

C. Brick Walkway Members agreed to close the library the Sunday of Memorial Day weekend so the mason can have two full days to complete the brick work at the main entrance.

D. Space Planning Quote from Beatty-Harvey-Coco attached. Initial phase would be \$17,000-\$20,000. Members agreed to table the project at this time in light of the on-going parking lot project.

IX. New Business

A. Acceptance of Annual Audit Jeff distributed copies of the 2018 Financial Statement as prepared by the accountant to all members for their review. Item tabled until the June meeting.

B. DVD Fines Jeff suggested that DVD fines be reduced to \$.50/day (new) and \$.10/day (old) in line with other fines for late materials. Board approved.

C. Set Regular Monthly Meeting Date The next regular monthly meeting will be held on Monday, June 11, 2018

XI. Adjournment Motion by Jim; seconded by Colleen . Meeting adjourned at 6:58 p.m.

Respectfully submitted,

Colleen Grattan-Arnoff

Secretary