

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

**MEETING DATE: Monday June 8, 2020**

**MEETING TIME: 6:00 PM (Zoom)**

- I. Approval of the Agenda**
- II. Review and Approval of the Minutes of May 11, 2020 Regular Board Meeting**
- III. Approval of Treasurer's Report**
- IV. Period of Public Expression**
- V. Director's Report**
- VI. President's Remarks**
- VII. Committee Reports**
  - A. Personnel & Policy Committee**
- VIII. Old Business**
  - A. Parking Lot
- IX. New Business**
  - A. Re-opening Plan
  - B. Set Monthly Meeting Date – Monday July 13, 2020
- X. Adjournment**

MATTITUCK-LAUREL LIBRARY

APPROVED MINUTES OF THE REGULAR MONTHLY MEETING

JUNE 8, 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; Peter Kren, Trustee; Jeffrey Walden, Director

**Absent:** None

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

**I. Approval of the Agenda** Motion to approved by Peter; seconded by Fred and approved.

**II. Review and Approval of the Minutes of the May 11, 2020 Regular Board Meeting** Motion to approved by Derek; seconded by Nick and approved.

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

OPERATING ACCOUNT	\$102,189.68
CULTURAL ACTIVITIES FUND	.00
MONEY MARKET ACCOUNT	.00
BUILDING FUND SAVINGS	.00
BUILDING FUND CHECKING	2,044.10

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

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

**V. Director's Report** Jeff added the following information to his written report. Installation of plexi-glass panels is scheduled for Wednesday, June 10, 2020. Cost is approximately \$6,000 and panels can be removed. SCLS resumed the inter-library loan service on June 8 and will run again on June 11. E-mail notices have been turned off for now and there will be phone notifications only for a period of time. Curbside pickup of materials will begin on June 10. Fred requested that the board make a statement thanking Bob Lockman for his service. Jeff noted that the plumbers are waiting for parts to install the new bathroom fixtures. Jeff elaborated on the new "Creative Bug" digital craft program service.

**VI. President's Remarks** Jim stated that he would like to get a gift for Bob Lockman from the board thanking him for his years of service to the library. Jim also suggested a "welcome back" breakfast for

the staff and said he will look into it. Jim stated that he is looking forward to "getting going again" and that the curbside pickup may become a permanent service.

## **VII. Committee Reports**

**A. Personnel & Policy Committee** Committee met and discussed the re-opening plan which has to be kept on file at the library.

## **VII. Old Business**

**A. Parking Lot** Jeff received communication from the Southold Town Planning Board inquiring if the library is still interested in pursuing the application for the parking lot work. Jeff said yes. The Town is working on opening up the various departments. Jeff contacted architect Chris Sep who said the NYS DOT permits should not be a problem once the state offices re-open and bid documents could be ready within a week of state approval.

## **IX. New Business**

**A. Re-opening Plan** Discussion ensued about how the library will operate under "Phase II" which will allow for full staff, maximum of 50% occupancy in the building, wearing of masks, hand sanitizer stations, and signage regarding hygiene. Jeff envisions patrons coming in on a limited basis to use the photocopier, fax, check out materials and using the public access computers by appointment. Fred suggested the library provide gloves for patrons. Discussion ensued concerning keeping the stacks (including the children's room) closed to the public initially. The Personnel & Policy Committee will meet on Thursday, June 25, 2020 to review how things went during the two weeks of curbside service. Pending the outcome of this meeting, Nick made a motion to allow patrons in the building starting on Monday, June 29, 2020 with the restrictions that they wear masks and gloves. Motion seconded by Jean and passed.

Jean asked Jeff if he has been in touch with the other North Fork libraries concerning their re-opening plans and he said he has. Fred asked if patrons can borrow materials from other libraries; Jeff said yes. Listings and instructions on how to connect to the Zoom programs are listed on the library's website. Jeff will check with the Southold Town fire marshal as to what the total occupancy limit is in the library. Nick will create a Google doc where board members can make suggestions for re-opening the library.

Derek noted that since the plumbers will be in the building re-fitting the bathrooms, perhaps now would be a good time to proceed with the water bottle filling station project as previously approved by the board. Jeff noted that he received a quote of \$3500 for the project. The board voted to move forward with the project.

Jeff noted that there are three board seats up for election in November. Nick and Peter have agreed to run again; Fred is not eligible under the by-laws as he has served two full terms. Jeff noted that there have been other inquiries from interested patrons and he will get petitions to anyone who is interested. Information regarding trustee elections will also be posted on the website.

**B. Set Monthly Meeting Date - Monday July 13, 2020** Another virtual meeting via the Zoom app has been scheduled for Monday, July 13, 2020, at 6:00 p.m.

**X. Adjournment** The meeting was adjourned at 6:50 p.m. Motion by Katie; seconded by Derek and adjourned.

Respectfully submitted,

Katie O'Rourke, Secretary