

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

MEETING DATE: Monday June 14, 2021

MEETING TIME: 6:00 PM

- I. Approval of the Agenda**
- II. Review and Approval of the Minutes of May 10, 2021 Regular Board Meeting**
- III. Approval of 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 Committee
- IX. Old Business**
 - A. Parking Lot/Greenspace
 - B. Bank Loan
- X. New Business**
 - A. Approval of 2022 Budget
 - B. Hours of Operation & Room Usage
 - C. Appointment of New Employees
- XI. Adjournment**

Next Meeting – July 12, 2021

MATTITUCK-LAUREL LIBRARY

APPROVED MEETING MINUTES OF THE REGULAR MONTHLY MEETING

JUNE 14, 2021

Present: Jim Underwood, President; Nick Timpone, Vice President; Katie O'Rourke, Secretary; Peter Kren, Treasurer; Colleen Grattan-Arnoff, Trustee; Jean Mahoney, Trustee; Jeffrey Walden, Director

Absent: Derek McLean, Trustee

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

I. Approval of the Agenda Motion to approve made by Peter; seconded by Colleen and approved.

II. Review and Approval of the Minutes of the May 10, 2021 Regular Monthly Meeting Motion to approve made by Colleen; seconded by Nick and approved.

III. Approval of the Treasurer's Report Peter presented the warrants for the month of May, 2021:

OPERATING ACCOUNT	\$115,637.23
CULTURAL ACTIVITIES FUND	217.85
MONEY MARKET ACCOUNT	.00
BUILDING FUND SAVINGS	.00
BUILDING FUND CHECKING	8,821.34

No donations in excess of \$1,000.00 received in May.

Motion to approve made by Colleen; seconded by Katie and approved.

IV. Friends of the Library Report Jeff noted that the Friends will meet tomorrow, June 15, 2021, and they will discuss their level of support for the new greenspace.

V. Period of Public Expression None

VI. Director's Report Jeff had no additional information to add to his written report. Discussion ensued concerning the Adult Services and Teen Services monthly reports.

VII. President's Remarks Jim noted that he is glad to see that the parking lot project is underway.

VIII. Committee Reports

A. Building Committee The committee met to discuss outdoor furnishings for the greenspace. Jeff will review the plans with the architect to see if any changes have been made to the original drawings. Jeff distributed information on benches and tables. Discussion ensued and members decided to wait to

order landscape accessories until the space is finished. Jeff provided members with the construction schedule and continuation sheet (attached here). Demolition is complete; concrete and curbing work is next. Discussion ensued concerning a change order to extend the layout of the pavers (attached here). Jeff will review the change order with the architect before proceeding.

IX. Old Business

A. Parking Lot/Greenspace See Committee Reports.

B. Bank Loan The loan has been approved by the underwriters and is awaiting final approval from the loan officers at Dime Bank to set the closing date. The monthly payment will be \$7,417 for a total of \$89,000/year.

X. New Business

A. Approval of the 2022 Budget (attached here) The budget includes a 1% increase. Savings of \$40,000 in the amount of the debt service are applied to other categories. The budget includes a 4% cost of living increase for the staff. The increase of the cost for e-books is unknown at this time but there are no other major increases projected. Peter made the motion to approve the budget; seconded by Nick and approved.

B. Hours of Operation and Room Usage Jeff recommended that the hours of operation be increased to 9:00 a.m. - 8:00 p.m., Monday through Friday, starting June 28, 2021. Motion to approve by Katie; seconded by Colleen and approved. Saturday hours will remain 10:00 a.m. - 4:00 p.m. and the library will remain closed on Sundays through the summer. Sunday hours will be re-evaluated in the fall.

Jean made a motion to resume yoga and aerobics classes. Seconded by Nick and approved.

C. Appointment of New Employees Jeff stated that he has hired Jacqueline Rogers for a part time position at the circulation desk (start date June 16, 2021) and Dimitra Pando for a part time position in the Children's Room (start date June 21, 2021). Motion to approve made by Jean; seconded by Colleen and approved.

XI. Adjournment The meeting was adjourned at 7:24 p.m. Motion to adjourn made by Jean; seconded by Colleen and adjourned.

The next regular monthly meeting will be held on Monday, July 12, 2021. Jean stated that she will not be able to attend.

Respectfully submitted,

Katie O'Rourke, Secretary