

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

MEETING DATE: Monday July 9, 2018

MEETING TIME: 6:00 PM

- I. Approval of the Agenda**
- II. Review and Approval of the Minutes of June 11, 2018 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. Personnel/Policy Committee
- IX. Old Business**
 - A. Claire Lincoln Toddler Area
 - B. Parking Lot Expansion
 - C. Director's Evaluation
- X. New Business**
 - A. Bylaws Change
 - B. Set Regular Monthly Meeting Date – August 13, 2018
- XI. Adjournment**

MATTITUCK-LAUREL LIBRARY

APPROVED MINUTES OF THE REGULAR MONTHLY MEETING

JULY 9, 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 6:00 p.m.

I. Approval of the Agenda Motion by Peter; seconded by Jim and approved.

II. Review and Approval of the Minutes of the June 11, 2018 Regular Monthly Meeting Motion to approve by Colleen; seconded by Fred and approved.

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

OPERATING ACCOUNT	\$92,618.27
CULTURAL ACTIVITIES FUND	2,690.00
MONEY MARKET ACCOUNT	15,001.35
BUILDING FUND CHECKING	6,866.67
BULDING FUND SAVINGS	.00

No donations of \$1,000.00 or more received during the month of June.

Motion to approve the Treasurer's Report made by Jim; seconded by Colleen and passed.

IV. Friends of the Library Report Jeff noted that the Friends have completed their annual membership mailing. They are planning a bus trip to Belmont race track in the fall. The Hunt House is open for the summer, selling children's books.

V. Period of Public Expression None

VI. Director's Report Jeff added the following information to his written report. Bob Johnson is resigning his seat on the board due to health reasons. Scott contacted former trustee Katie O'Rourke who is willing to fill out the remainder of Bob's term. Motion by Peter; seconded by Jim and Katie's appointment approved. Scott will take over the Treasurer's duties until elections in November. Jeff and Shauna had a booth at the Love Lane Street Fair this past Saturday. They connected with a major donor to the Claire's Corner project, a professional genealogist, new and returning patrons and felt the event generated good PR for the library. Jeff credited Shauna for her work on organizing the day. Jeff noted several items that were discussed at a recent Suffolk County Library Directors' meeting: mandatory 3

hour training for library trustees, additional items such as a heat press, portable pa systems and t-shirt launcher available through the lending library, on-line registration for library cards. Discussion ensued concerning licensing for public showing of Netflix material.

VII. President's Remarks Scott commented on the many things that are happening at the library.

VIII. Committee Reports

A. Personnel/Policy Committee The committee is working on the director's evaluation form for the August meeting.

IX. Old Business

A. Claire Lincoln Toddler Area progress photos attached here. Target date for installation is late July/early August with the dedication scheduled for August 9 at 7:00 p.m. Jeff will be in touch with all parties involved to work out details.

B. Parking Lot Expansion The Buildings & Grounds Committee met to discuss the project. The project will not be far enough along to apply for the 2018 grants so it will be put off until 2019. Jeff requested a proposal from Beatty-Harvey-Coco to assist with a master plan and budget for phase I of the project. The estimated cost of their services is \$10-\$12K and is reimbursable from the grant monies. The project may include widening the Main Road driveway entrance. Since this project is not going forward during this budget year, Jeff feels he may have funds available to replace the carpet in the lower level. He has quotes for vinyl plank flooring. The project would be done during a 3-day period in December. New flooring for the children's room is included in the 2019 budget.

C. Director's Evaluation See above.

X. New Business

A. Bylaws Change The Personnel/Policy committee is working on drafting a change in the bylaws concerning appointment of trustees. Bylaws currently state that "the President appoints;" wording would be changed to "the board votes to appoint." Discussion ensued concerning the need for a nominating committee. Jeff will check with SCLS Director Kevin Verbesey to determine what is required for an elected board.

B. Set Regular Monthly Meeting Date - August 13, 2018 The next regular monthly meeting will be held on Monday, August 13, 2018.

XI. Adjournment Motion by Colleen; seconded by Peter and adjourned at 6:45 p.m.

Respectfully submitted

Colleen Grattan-Arnoff, Secretary