

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

MEETING DATE: Monday July 12, 2021

MEETING TIME: 6:00 PM

- I. Approval of the Agenda**
- II. Review and Approval of the Minutes of June 14, 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
- X. New Business**
 - A. Juneteenth and 2022 Holiday Closings
 - B. Sunday Hours
- XI. Adjournment**

Next Meeting – August 9, 2021

MATTITUCK-LAUREL LIBRARY

APPROVED MEETING MINUTES OF THE REGULAR MONTHLY MEETING

JULY 12, 2021

Present: Jim Underwood, President; Katie O'Rourke, Secretary; Peter Kren, Treasurer; Colleen Grattan-Arnoff, Trustee, Derek McLean, Trustee; Jeffrey Walden, Director

Absent: Nick Timpone, Vice President; Jean Mahoney, Trustee

Jim called the meeting to order at 6:01 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 June 14, 2021 Regular Monthly Meeting Motion to approve made by Colleen; seconded by Peter and approved.

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

OPERATING ACCOUNT	\$97,359.57
CULTURAL ACTIVITIES FUND	128.43
MONEY MARKET ACCOUNT	.00
BUILDING FUND SAVINGS	.00
BUILDING FUND CHECKING	.00

06/01/21 Friends of the Mattituck-Laurel Library donated \$3,500.00 for Children's Summer programs.

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

IV. Friends of the Library Report Jeff noted that the Friends have agreed to purchase the stage for the greenspace, valued up to \$7,000. Their next meeting will be held on Tuesday, July 20, 2021. They will be sending out their annual membership mailing this month.

V. Period of Public Expression None

VI. Director's Report Jeff added the following information to his written report. The SCLS SLED bus was well received at the Mattituck street fair held on Saturday, July 10, 2021; it was a "positive event to promote all libraries." The summer reading program prizes have been moved inside the building due to bad weather. Maria Bua has resigned her position at the circulation desk. Jeff placed digital and print employment ads in *The Suffolk Times*. Over \$10,000.00 in fraudulent charges were found on the library's July credit card bill. Jeff notified the credit card company and an investigation is underway. Card has been cancelled and a new card will be issued. Jeff will re-instate the text message potential fraud warning alert for the new card. Two trustee positions will be open in 2021. Petitions will be available at

the circulation desk and are due back mid-August. Jeff has contacted a contractor for a price quote on a metal door for the southeast corner of the Children's Room and some other smaller projects. The Adult Services department has adjusted schedules to cover Lynn Maaiki's hours for the near future. Lynn will be out for an indefinite period due to a death in the family. Live children's programs and the Friday movie were held in the building last week. Jeff was glad to see activity resuming in the building.

VII. President's Remarks None

VIII. Committee Reports

A. Building Committee The committee reviewed options for the new road sign via e-mail. Members agreed on the green/gold design. See attached.

IX. Old Business

A. Parking Lot/Greenspace Jeff noted that we are dealing with delays by the sub-contractors and are waiting for curbing at this point. A mid-August completion date for the greenspace is still possible according to the contractor.

X. New Business

A. Juneteenth and 2022 Holiday Closings Discussion ensued concerning the new Juneteenth Federal holiday. Jeff suggested replacing Easter Sunday as a paid holiday for the staff with the Juneteenth. The library would still be closed on Easter Sunday but it would not be a paid holiday for the staff. Members agreed. The library will be closed on Sunday, June 19, 2022.

B. Sunday Hours Jeff suggested resuming Sunday hours on September 12, 2021 for the hours of 1:00 p.m.-4:00 p.m. Hours would go through June 27, 2022. Members agreed.

Discussion ensued about closing on Monday, December 26, 2022. Jeff will poll other libraries to see what they plan to do. The approval of the proposed 2022 Holiday Closings Calendar (attached here) was tabled until a future meeting. Discussion ensued about closing at 6:00 p.m. on Fridays. This matter was also tabled until a future meeting.

Jeff noted that in-person cooking classes have resumed and yoga may also return in August.

XI. Adjournment The meeting was adjourned at 6:34 p.m. Motion to adjourn made by Colleen; seconded by Katie and adjourned.

The next regular monthly meeting will be held on Monday, August 9, 2021.

Respectfully submitted,

Katie O'Rourke, Secretary