

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

MEETING DATE: Monday July 13, 2020

MEETING TIME: 6:00 PM

- I. Approval of the Agenda**
- II. Review and Approval of the Minutes of June 8, 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. Phase 4 Re-opening Plan
 - B. Trustee Election
 - C. Set Monthly Meeting Date – Monday August 10, 2020
- X. Adjournment**

MATTITUCK-LAUREL LIBRARY

APPROVED MINUTES OF THE REGULAR MONTHLY MEETING

JULY 13, 2020

Present: Jim Underwood, President; Katie O'Rourke, Secretary; Fred Cohen, Treasurer; Jean Mahoney, Trustee; Peter Kren, Trustee; Derek McLean, Trustee; Jeffrey Walden, Director

Absent: Nick Timpone, Vice President

Jim called the meeting to order at 6:01 p.m.

I. Approval of the Agenda Agenda approved with the notation that it was held in the Meeting Room of the Mattituck-Laurel Library rather than via the Zoom app. Motion to approve by Peter; seconded by Fred and approved.

II. Review and Approval of the Minutes of the June 8, 2020 Regular Monthly Meeting Motion to approve by Fred; seconded by Jean and approved.

III. Approval of the Treasurer's Report Bernadette provided Fred with the warrants for the month of June 2020:

OPERATING ACCOUNT	\$117,918.97
CULTURAL ACTIVITIES FUND	207.47
MONEY MARKET ACCOUNT	.00
BUILDING FUND SAVINGS	.00
BUILDING FUND CHECKING	.00

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

IV. Period of Public Expression None

V. Director's Report Jeff added for following information to his written report. The library received a \$1,000 donation from the North Fork Reform Synagogue (Linda Rie Cohen Fund) for the arts and cultural events and several donations for the Claire's Corner Memorial in memory of Claire's maternal grandmother. AARP has cancelled the Defensive Driving classes until January 2021; online courses are available. Jeff noted increasing numbers for people coming into the library, story kits have been distributed by the Children's Room and information about the on-line summer reading club. The touchless soap dispensers have arrived and there is still additional work for the plumbers to do in the bathrooms and on the water bottle filling station.

VI. President's Remarks Jim asked, "How's it going?" Jeff replied that 45 people came through the door today, not counting the lobby pickup. Diana is notarizing documents, the fax and photocopier are being used and there is limited use of the public access computers. There have been no issues with patrons since the re-opening. Jim said he was glad to see people back in the building.

VII. Committee Reports

A. Personnel & Policy Committee The Committee met prior to the Phase 3 opening to discuss criteria.

VIII. Old Business

A. Parking Lot The Southold Town Planning Board has been meeting since mid-June with shortened agendas. The library is on the list but has not yet been notified. Applications for the NYS grant monies (bonded funds) are due in mid-September. We can apply if we get approval by then. We have three years to complete the project under the grant guidelines.

IX. New Business

A. Phase 4 Re-Opening Plan Discussion ensued concerning criteria for the Phase 4 Re-Opening Plan which is scheduled to begin Monday, July 20. Members agreed to:

"Senior hours" 9:00a.m. - 10a.m. weekdays

Library will close at 6:00 p.m. weekdays; 4:00 p.m. Saturdays, not open on Sundays.

Computer usage time will be extended to 60 minutes per session.

Jeff will put a few chairs in the front room so patrons can sit at an appropriate social distance from one another. The library will continue to have newspapers and magazines available.

Yoga classes will be permitted outside only.

Jeff noted that he has been getting calls from people inquiring about meeting room use. Jeff will contact the Southold Town Fire Marshall to determine the capacity of the meeting room (NYS allows up to 50% capacity at this time). Use of the large meeting room will be limited to groups of 12 or less. Small meeting rooms will be limited to single person usage. No game or card playing permitted. The U.S. Census training will be allowed (groups of 3-4 people).

The basement storage room will be open for book sale browsing on a limited basis. A "good will" offering jar will be available.

B. Trustee Election There will be no vote to increase the budget this year but trustee elections will take place. There are no laws governing our trustee elections. There can be no petitions at this time under the governor's orders so Jeff suggested placing an ad in the local newspaper, on the library's webpage and signage in the building noting that three trustee positions are up for election. The criteria remain the same: 18 years of age, a district resident and have a library card. The planned voting date is Tuesday, September 22, 2020, to take place in the library. Jeff suggested interested candidates submit a

letter of intent. Discussion ensued. Peter suggested delaying the vote until October. Jim suggested some type of electronic petition. Jeff will look into the possibility of digital petitions. Jim and Fred favor some type of accountability from the candidates. Matter will be discussed further at the August meeting.

C. Set Monthly Meeting Date - Monday, August 10, 2020 The next regular monthly meeting is scheduled for Monday, August 10, 2020.

X. Adjournment The meeting was adjourned at 7:01 p.m. Motion by Derek; seconded by Jean and adjourned.

Respectfully submitted,

Katie O'Rourke, Secretary