

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

**MEETING DATE: Monday August 8, 2022**

**MEETING TIME: 6:00 PM**

- I. Approval of the Agenda**
- II. Review and Approval of the Minutes of July 11, 2022 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
- VIII. Old Business**
  - A. Booster pump estimate(s)
- IX. New Business**
  - A. Approval of the Records Request Policy
  - B. Approval of the Volunteer Policy
  - C. Approval of the 2023 Budget Informational & Budget Message
- X. Executive Session**

*To discuss the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation.*
- XI. Adjournment**

**Next Meeting – September 12, 2022**

**MATTITUCK-LAUREL LIBRARY  
APPROVED MINUTES OF THE REGULAR MONTHLY MEETING**

**August 8, 2022**

**Present:** Derek McLean, President; Nick Timpone, Vice-President; Katie O'Rourke, Secretary; Colleen Grattan-Arnoff, Trustee; Peter Kren, Trustee; Mary Sanchez, Trustee; Shauna Scholl, Director

**Absent:** Karenann Volinski, Treasurer

Derek called the meeting to order at 6:00PM.

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

**II. Review and Approval of the Minutes of July 11, 2022 Regular Board Meeting** Motion to approve made by Colleen; seconded by Peter and approved.

**III. Approval of Treasurer's Report** Derek presented the warrants for the month of July, 2022. They are as follows:

OPERATING ACCOUNT	\$104,254.59
CULTURAL ACTIVITIES FUND	970.00
MONEY MARKET ACCOUNT	.00
BUILDING FUND SAVINGS	.00
BUILDING FUND CHECKING	25.00

No donations more than \$1,000.00 were received in July, 2022.

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

**IV. Period of Public Expression** Attendee: Melissa Vermey, the Mattituck-Laurel Library Bookkeeper, present to observe.

**V. Director's Report** Shauna prepared a written report. Motion to approve the report made by Katie; seconded by Colleen and approved. Shauna will be ordering a permanent sign for the greenspace with the following language (Welcome! GREENSPACE HOURS & RULES Open sunrise – sunset No pets, service animals welcome, thank you for not smoking). The end of summer celebration will take place on Wednesday, August 10, 2022. The RV from SCLS will be there, the Spoon Man will provide music, the Friends of the Library will provide a hotdog picnic, and the children can take pictures and dance with Chase from Paw Patrol, Mario, and Baby Shark! 1,200 Covid test kits have been distributed to the community and Shauna will reach out to SCLS for additional kits. The library's statistics are looking good, we're back to pre-pandemic numbers.

**VI. President's Remarks** Derek commented that our library is busy. His children are enjoying the programs the library is offering. Marissa Timm, the Teen Services Librarian, has been reaching out with program reminders and has been calling families when cancelations create an opening. Mary commented on the recent visit from Catholic Health Services Mobile Outreach Bus on August 3, 2022. The bus provided free flu vaccinations, blood pressure, blood sugar and cholesterol checks, fasting was

not necessary. This was a nice outreach program. For a future visit we would like to involve the senior center.

#### **VII. Committee Reports**

- A. **The Personnel / Policy Committee** met on July 11, 2022. The Records Request Policy and the Volunteer Policy were discussed. The Director's Evaluation will be distributed to trustees at the September 12, 2022 regular board meeting.

#### **VIII. Old Business**

- A. **Booster pump estimated(s)** Shauna reached out and spoke to two companies, she contacted a third but she did not hear back from them. The reports revealed that the pressure is fine, the booster pump will be tabled for now.

#### **IX. New Business**

- A. **Approval of the Records Request Policy** Motion to approve made by Mary; seconded by Katie and approved.
- B. **Approval of the Volunteer Policy** Motion to approve made by Peter; seconded by Colleen and approved.
- C. **Approval of the 2023 Budget Informational & Budget Message** Shauna reviewed these documents with the Board, they will be posted to the website. Motion to approve made by Colleen; seconded by Peter and approved.

**X. Executive Session** The Board moved into Executive Session at 6:27PM to discuss the medical, financial, credit or employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation. Motion made by Peter; seconded by Mary and approved. The regular meeting resumed at 6:41PM, motion made by Mary; seconded by Colleen and approved.

**XI. Adjournment** The meeting was adjourned at 6:42PM. Motion by Nick; seconded by Peter and adjourned.

The next regularly scheduled meeting will be held on Monday, September 12, 2022.

Respectfully submitted,

Katie O'Rourke