

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

**MEETING DATE: Monday August 9, 2021**

**MEETING TIME: 6:00 PM**

- I. Approval of the Agenda**
- II. Review and Approval of the Minutes of July 12, 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**
- IX. Old Business**
  - A. Parking Lot/Greenspace
  - B. Bank Loan
  - C. 2022 Holiday Closings
- X. New Business**
  - A. Appoint New Employee
  - B. Hunt House
  - C. Mask Policy
- XI. Adjournment**

**Next Meeting – September 13, 2021**

MATTITUCK-LAUREL LIBRARY

APPROVED MEETING MINUTES OF THE REGULAR MONTHLY MEETING

AUGUST 9, 2021

**Present:** Jim Underwood, President; Nick Timpone, Vice President; Colleen Grattan-Arnoff, Trustee; Derek McLean, Trustee; Jeffrey Walden, Director

**Absent:** Katie O'Rourke, Secretary; Peter Kren, Treasurer; Jean Mahoney, Trustee

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

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

**II. Review and Approval of the Minutes of the July 12, 2021 Regular Monthly Meeting** Motion to approve made by Colleen; seconded by Nick and approved.

**III. Approval of the Treasurer's Report** The warrants for the month of July, 2021 are as follows:

OPERATING ACCOUNT	\$83,866.85
CULTURAL ACTIVITIES FUND	265.34
MONEY MARKET ACCOUNT	.00
BUILDING FUND SAVINGS	.00
BUILDING FUND CHECKING	228,781.51

07/12/21 - North Fork Reform Synagogue donated \$1,000.00 for Arts programming. Deposited to Cultural Activities Fund.

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

**IV. Friends of the Library Report** Jeff noted that the Friends met on July 20, 2021 and approved payment for the stage for the new greenspace. He has ordered the stage but it is backordered. There will be no Friends Fall bus trip. There will be no Friends sponsored end of summer picnic for the children's programs. The book sales are doing well. The Friends will be assembling their annual membership mailing on August 12, 2021.

**V. Period of Public Expression** None

**VI. Director's Report** Jeff noted that the LI Aquarium tickets are selling well. Discussion ensued concerning museum passes.

**VII. President's Remarks** None

**VIII. Committee Reports** None

## **IX. Old Business**

**A. Parking Lot/Greenspace** Jeff noted the progress that has been made with curbing and sidewalk cement work. Discussion ensued concerning the availability of pavers and/or possible substitute materials. Jeff noted that trenching for the electrical lines should begin this week. The architect recommended against moving forward with the proposed change order for an additional patio type area on the east side of the building because the cost was too high. Discussion ensued about hiring a separate contractor to construct this area at a lesser cost when the rest of the project is completed.

**B. Bank Loan** We are still awaiting final approval from Dime bank. The bank's attorney has requested additional documents which Jeff is providing.

**C. 2022 Holiday Closings** Discussion ensued concerning closing the library on Monday, December 26, 2022, the day of the federal holiday observance. Members voted to open the library for regular hours on Monday, December 26, 2022. Motion by Derek; seconded by Colleen and approved.

## **X. New Business**

### **A. Appoint New Employee**

Members voted to appoint Joanne Meyer to a part time position at the circulation desk. Joanne is a licensed Notary Public and agreed to provide Notary service at the library. Motion made by Nick; seconded by Colleen and approved.

**B. Hunt House** At Jeff's recommendation, members agreed that the Hunt House should be removed to allow for the maximum amount of usable space in the new greenspace. Motion by Nick; seconded by Colleen and approved.

**C. Mask Policy** Discussion ensued concerning the library's mask policy. Members agreed to the following wording: "Masks Requested. Regardless of vaccination status." The font size for "Masks Requested" should be large and centered with "regardless of vaccination status" in a smaller font below. Signs should be large and prominently displayed at the back door (currently being used as main entrance) and posted at various locations around the building.

At the close of the meeting Jeff noted that three people have picked up trustee petitions and one has been returned. The deadline is August 13, 2021. Jeff will contact the two other people to see if they are still interested

**XI. Adjournment** The meeting was adjourned at 7:01 p.m. Motion to adjourn made by Derek; seconded by Colleen and adjourned.

The next regular monthly meeting will be held on Monday, September 13, 2021.

Respectfully submitted,

Jim Underwood, President