

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

MEETING DATE: Monday August 12, 2019

MEETING TIME: 6:00 PM

- I. Approval of the Agenda**
- II. Review and Approval of the Minutes of June 11, 2019 Regular Monthly Meeting**
- III Treasurer's Report for July and August**
- 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. No Stopping Any time Sign
 - B. Parking Lot Expansion
- X. New Business**
 - A. 2020 Budget Message
 - B. Director's Evaluation
 - C. Set Regular Monthly Meeting Date – September 9, 2019
- XI. Adjournment**

MATTITUCK-LAUREL LIBRARY

APPROVED MINUTES OF THE REGULAR MONTHLY MEETING

AUGUST 12, 2019

Present: Jim Underwood, President; Nick Timpone, Vice President; Fred Cohen, Treasurer; Colleen Grattan-Arnoff, Secretary; Katie O'Rourke, Trustee, Jean Mahoney, Trustee; Jeffrey Walden, Director

Absent: Peter Kren, Trustee

Jim called the meeting to order at 6:04 p.m.

I. Approval of the Agenda Motion to approve by Colleen; seconded by Jean and approved.

II. Review and Approval of the Minutes of the June 17, 2019 Regular Monthly Meeting Motion to approve by Colleen; seconded by Fred and approved. Note: The July 8, 2019 meeting was cancelled.

III. Treasurer's Report Fred presented the warrants for June and July, 2019:

JUNE	OPERATING ACCOUNT	\$ 93,206.09
	CULTURAL ACTIVITIES FUND	1,468.16
	MONEY MARKET ACCOUNT	1,845.00
	BUILDING FUND ACCOUNTS	.00
JULY	OPERATING ACCOUNT	\$119,127.31
	CULTURAL ACTIVITIES FUND	3,439.82
	MONEY MARKET ACCOUNT	.00
	BUILDING FUND CHECKING	23,655.46
	BUILDING FUND SAVINGS	.00

Donations received in excess of \$1,000.00: OPERATING ACCOUNT - Friends of the M-L Library donated \$8,500.00 to fund children's summer programs, 06/17/19.

Colleen made the motion to approve the Treasurer's Report; seconded by Nick and approved.

IV. Friends of the Library Report Jeff invited members to the annual end of summer hot dog picnic this Friday; all food is donated. The Friends will begin work on their Holiday raffle to benefit their scholarship fund. Lobby book sales are doing well. Discussion ensued concerning bus trips.

V. Period of Public Expression None.

VI. Director's Report Jeff reviewed his report with the board but had no additional information.

VII. President's Remarks Discussion ensued concerning difficulties in scheduling summer meetings.

VIII. Committee Reports

A. Building and Grounds The committee met last week. Work will not begin on the parking lot project in 2019 due to the length of the variance/permitting process. The masterplan is ready and the architect, engineer and Jeff will have a pre-submitting meeting with the Town planning board this week to ensure the plan is complete and ready for the board's review. Discussion ensued concerning the time line for the project to go forward and about hiring a professional space planner to re-configure the interior of the building.

IX. Old Business

A. No Stopping Any Time Sign The petition has over 100 signatures so far. The Board suggested the staff be pro-active in getting signatures from patrons. Jeff will schedule a meeting with the Town Transportation Committee and bring the petition when it has more signatures.

B. Parking Lot Expansion See above.

X. New Business

A. 2020 Budget Message Attached here and approved by board.

B. Director's Evaluation Form attached here. To be distributed at October meeting, completed and handed in to Jim by November 1 and reviewed at November meeting.

Discussion ensued concerning staffing in the children's room since Sara is out on maternity leave. Jeff noted that scheduling has been taken care of. Jeff also noted that Ann Faustman has been hired for a part time position at the circulation desk to replace Sandra Carrick who has re-located to CA.

Discussion ensued about an article on a trend in the e-book market for publishers to delay distribution of new titles to libraries.

C. Set Regular Monthly Meeting Date - September 9, 2019 The next regularly scheduled monthly meeting will be held on Monday, September 9, 2019.

XI. Adjournment The meeting was adjourned at 6:49 p.m. Motion by Colleen; seconded by Jean and passed.

Respectfully submitted,

Colleen Grattan-Arnoff, Secretary

