

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

**MEETING DATE: Monday August 10, 2018**

**MEETING TIME: 6:00 PM**

- I. Approval of the Agenda**
- II. Review and Approval of the Minutes of August 13, 2018 Regular Monthly Meeting**
- III. 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. Personnel/Policy Committee
- IX. Old Business**
  - A. Parking Lot Expansion
  - B. Director's Evaluation
- X. New Business**
  - A. Aquarium Proposal for Children's Room
  - B. 2019 Holiday Closings
  - C. Set Regular Monthly Meeting Date – October 15 , 2018
- XI. Adjournment**

MATTITUCK-LAUREL LIBRARY

APPROVED MINUTES OF THE REGULAR MONTHLY MEETING

AUGUST 13, 2018

**Present:** Scott Verity, President; Jim Underwood, Vice President; ColleenGrattan-Arnoff, Secretary;  
Nick Timpone, Trustee; Katie O'Rourke, Trustee; Jeffrey Walden, Director

**Absent:** Fred Cohen, Trustee; Peter Kren, Trustee

**I. Approval of the Agenda** Agenda approved as amended: Change next regular monthly meeting date to September 10, 2018. Motion by Jim; seconded by Colleen and approved.

**II. Review and Approval of the Minutes of the July 9, 2018 Regular Monthly Meeting** Motion to approved by Colleen; seconded by Jim and approved.

**III. Treasurer's Report** Scott presented the warrants for the month of July, 2018:

OPERATING ACCOUNT	\$127,454.67
CULTURAL ACTIVITIES FUND	2,040.00
MONEY MARKET ACCOUNT	11,528.09
BUILDING FUND CHECKING	10,999.99
BUILDING FUND SAVINGS	.00

DONATIONS OF \$1,000.00 OR MORE RECEIVED IN JULY 2018:

07/02/18 North Fork Reform Synagogue, Linda Rie Cohen Fund for the Arts \$1,000.00

Motion to approve the Treasurer's Report made by Jim, seconded by Nick and passed.

**IV. Friends of the Library Report** Jeff noted that the Friends have scheduled a bus trip to the Newport mansions during the Holiday season. They are doing well on lobby and Hunt House book sales this summer. The 20th Annual End of Summer Hot Dog Picnic will be held this Thursday; food has been donated by various local merchants. This year the proceeds from the Friends' Holiday Raffle will benefit their scholarship fund.

**V. Period of Public Expression** None

**VI. Director's Report** Jeff added the following information to his written report. The Claire's Corner dedication and reception held last Thursday went very well with over 75 people in attendance. The family was very appreciative and all agreed that it is a wonderful enhancement to the library. The building next door to the library, owned by Kardwell International, Inc. is for sale. The owner has asked

Jeff to sign a property boundary agreement as there is a possible discrepancy in the fence line. Jeff forwarded the paperwork to Kevin Seaman for review. Riverhead Rotary donated an additional \$3,500 to the Claire's Corner project. The concert scheduled for this past Sunday at Vets Park was moved to the library due to inclement weather. Concert was still well attended. Staff picnic was cancelled. The new web page is up and running. The new toddler area is very actively used.

**VII. President's Remarks** Scott welcomed Katie O'Rourke to the board. Scott thanked Jeff and the staff for their work on the Claire's Corner dedication.

### **VIII. Committee Reports**

**A. Personnel/Policy Committee** Did not meet in July.

### **IX. Old Business**

**A. Parking Lot Expansion/Proposal from Beatty, Harvey & Coco** Jeff requested that the board approve Phases 1 and 2 of the proposal - master plan and budget and zoning board application and variance. Motion by Jim; seconded by Nick and approved. They may have a budget ready in time for the September board meeting.

**B. Director's Evaluation** Personnel/Policy Committee will meet at 5:30 p.m. on Thursday, September 6, 2018 to work on the evaluation form.

### **X. New Business**

**A. Committee Assignment** Katie will take the seat vacated by Bob Johnson on the Building and Grounds Committee.

**B. 2019 Budget Message** Draft attached here. Approved with typos corrected. Motion by Nick; seconded by Jim and approved. Jeff noted that Jim Underwood and Jean Mahoney have handed in their petitions to run for the board. New officers and committees will be selected at the November meeting. Jeff noted that he will put a portable sign out front to advertise the voting day.

**C. Set Regular Monthly Meeting Date - September 10, 2018** The next regular monthly meeting will be held on Monday, September 10, 2018.

**XI. Adjournment** Motion by Jim; seconded by Nick and adjourned at 6:30 p.m.

Respectfully submitted,

Colleen Grattan-Arnoff, Secretary