

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

MEETING DATE: Monday September 9, 2019

MEETING TIME: 6:00 PM

- I. Approval of the Agenda**
- II. Review and Approval of the Minutes of August 12, 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. Personnel and Policy Committee
- IX. Old Business**
 - A. Parking Lot
- X. New Business**
 - A. Staff Appointments
 - B. Set Regular Monthly Meeting Date – October 21, 2019
- XI. Adjournment**

MATTITUCK-LAUREL LIBRARY

APPROVED MINUTES OF THE REGULAR MONTHLY MEETING

SEPTEMBER 9, 2019

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

Absent: Fred Cohen, Trustee

Nick called the meeting order at 6:00p.m.

I. Approval of the Agenda Motion to approve by Peter; seconded by Katie and approved.

II. Review and Approval of the Minutes of the August 12, 2019 Regular Monthly Meeting Motion to approve by Jean; seconded by Colleen and approved.

III. Treasurer's Report Nick presented the warrants for August, 2019:

OPERATING ACCOUNT	\$ 114,917.24
CULTURAL ACTIVITIES FUND	1,856.60
MONEY MARKET ACCOUNT	.00
BUILDING FUND CHECKING	11,603.75
BUILDING FUND SAVINGS	.00

DONATIONS IN EXCESS OF \$1,000.00 - None.

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

IV. Friends of the Library Report Jeff noted that the Friends are doing a second mailing for their annual membership appeal. Lobby book sales are doing well and they are working on their Holiday raffle to benefit their scholarship fund. No plans for a Holiday bus trip this year.

V. Period of Public Expression None

VI. President's Remarks None

VII. Director's Report Jeff noted that he received a complimentary letter from a patron about the staff. Discussion ensued concerning staff matters, Splish Splash and LI Aquarium tickets, and pot hole repairs.

VIII. Committee Reports

A. Personnel and Policy Committee Committee met last week to discuss matters in the children's room including programming, job descriptions, basement storage area and scheduling.

IX. Old Business

A. Parking Lot Jeff is waiting for final paperwork from the civil engineer to submit the application to the Town. Discussion ensued concerning the use of the proposed green space and time line for the project.

X. New Business

A. Staff Appointments At Jeff's request, the board approved the following staff appointments: Ann Faustmann, p/t circulation clerk; Sara Colichio, head of Teen Services; John Deschamps, head of Computers and Technology. Motion by Peter; seconded by Colleen and approved. Discussion ensued concerning the chain of command within the staff.

B. Set Regular Monthly Meeting Date - October 21, 2019 The next regularly scheduled monthly meeting will be held on Monday, October 21, 2019.

XI. Adjournment The meeting was adjourned at 6:25 p.m. Motion by Jean; seconded by Jim and adjourned.

Jim opened the Budget Information Meeting at 6:30 p.m. Budget information attached here. There being no public in attendance, Jim closed the meeting at 6:35 p.m. Motion to Peter; seconded by Colleen and adjourned. Annual budget vote is tomorrow 10:00 a.m. - 8:00 p.m. at the library.

Respectfully submitted,

Colleen Grattan-Arnoff, Secretary