

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

**MEETING DATE: Monday September 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

SEPTEMBER 10, 2018

**Present:** Scott Verity, President; Jim Underwood, Vice President; Colleen Grattan-Arnoff, Secretary; Nick Timpone, Trustee; Jeffrey Walden, Director

**Absent:** Fred Cohen, Trustee; Peter Kren, Trustee; Katie O'Rourke, Trustee

**I. Approval of the Agenda** Agenda approved as amended - change meeting date to September 10, 2018. Motion by Jim, seconded by Colleen and passed.

**II. Review and Approval of the Minutes of the August 13, 2018 Meeting** Motion to approve by Colleen; seconded by Nick and approved.

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

OPERATING ACCOUNT	\$109,215.88
CULTURAL ACTIVITIES FUND	1,132.21
MONEY MARKET ACCOUNT	26.35
BUILDING FUND CHECKING	1,366.70
BUILDING FUND SAVINGS	.00

DONATIONS OF \$1,000 OR MORE RECEIVED IN AUGUST

08/13/18 Riverhead Rotary \$3,500 for Claire Lincoln Memorial (Money Market Account)

Motion to approve the Treasurer's Report made by Jim; seconded by Colleen 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. Details on the luncheon are being worked out. They did well with summer book sales. They will begin their annual Holiday raffle in October.

**V. Period of Public Expression** None

**VI. Director's Report** Jeff added the following information to his written report. At John Deschamp's recommendation, Optimum will install a new modem and upgrade the library's internet line to 450mg. The cost will be an additional \$90/month. Some slowness in service has been noticed in times of peak usage. New chairs have been ordered for the teen area and a public access computer installed. Jeff is looking to hire a part-time clerk for the children's room. He is planning a full staff meeting later this month. John Deschamps developed a new secure staff webpage what is available only in the building. The page features a staff directory, message board from the director, forms, and department messages.

**VII. President's Remarks** Scott noted that he attended his first SCLS board meeting last week as our North Fork rep. He reported on the success of our Claire's Corner project. The SCLS annual budget was presented, with mention being made of the increase in e-books and decrease in hard copy books.

### **VIII. Committee Reports**

**A. Personnel/Policy Committee** - see "Director's Evaluation" under Old Business

### **IX. Old Business**

**A. Parking Lot Expansion** - see Director's Report. Members agreed to have Chris Sepp from Beatty, Harvey & Coco present the preliminary budget and drawings at the October meeting.

**B. Director's Evaluation** - Board adjourned to Executive Session/Personnel/Policy Committee to discuss.

### **X. New Business**

**A. Aquarium Proposal for Children's Room** - The Friends have agreed to contribute \$1,000 towards the purchase and set up of a fresh water tank. Costs are as follows: \$2,950 set up, \$100 to stock, bi-weekly maintenance to start. Tank is 72x18x22 on a cabinet. Jeff received approval from the library's insurance company. Motion to approve by Jim; seconded by Colleen and passed.

**B. 2019 Holiday Closings** - attached here. Approved with correction of misspelling. Motion by Colleen; seconded by Jim and passed.

**C. Set Regular Monthly Meeting Date - October 15, 2018** - regular monthly meeting date is delayed a week due to the Columbus Day holiday on October 8, 2018. Motion to approve by Colleen; seconded by Jim and passed.

The meeting was adjourned at 6:30 p.m. for the purpose of the **Budget Information Meeting**. Agenda attached here. No members of the public attended and the meeting was closed at 6:35 p.m. Executive Session and meeting of the Policy/Personnel Committee convened at 6:36 p.m. and adjourned at 6:58 p.m. Regular monthly meeting re-convened at 6:59 p.m. and adjourned at 7:00 p.m. Motion by Jim; seconded by Colleen and passed.

Respectfully submitted,

Colleen Grattan-Arnoff, Secretary