

**MATTITUCK-LAUREL LIBRARY**  
**DRAFT MINUTES OF THE REGULAR MONTHLY MEETING**  
September 11, 2023

**Present**

Jim Underwood, President  
Nick Timpone, Vice-President  
Karenann Volinski, Treasurer  
Katie O'Rourke, Secretary  
Colleen Grattan-Arnoff, Trustee  
Shauna Scholl, Director

**Absent**

Peter Kren, Trustee  
Mary Sanchez, Trustee

**Call To Order/Pledge of Allegiance**

Jim called the meeting to order at 6PM, with a quorum present.

**I. Approval of the Agenda**

The agenda was adopted.  
(Karenann, Colleen; unanimous (5-0))

**II. Review and Approval of the Minutes of August 14, 2023 Regular Board Meeting**

The minutes of the meetings held August 14, 2023 were approved.  
(Colleen, Karenann; unanimous (5-0))

**III. Period of Public Expression**

none

**IV. Approval of Amended Treasurer's Report from August 14, 2023 (July 2023 Report)**

The Amended Treasurer's Report was approved.  
(Katie, Karenann; unanimous (5-0))

**V. Approval of Treasurer's Report**

**Warrants**

Karenann reviewed the warrants with the Board.

The Board approved payment of the following AUGUST warrant:

OPERATING ACCOUNT	\$133,763.77
CULTURAL ACTIVITIES FUND	2,051.18
MONEY MARKET ACCOUNT	.00
BUILDING FUND SAVINGS	.00

Donations in excess of \$1,000

none

(Colleen, Karenann; unanimous (5-0))

**VI. Approval of Personnel Report**

The Personnel report was presented in written format. The Board reviewed the personnel report with interest. The Personnel Report was approved.

(Katie, Colleen; unanimous (5-0))

**VII. Director's Report**

The Director's report was presented in written format. The Board reviewed the director's report with interest. The Director's Report was approved.

(Colleen, Karenann; unanimous (5-0))

Shauna shared that the payroll sales representative notified the library that we were billed inaccurately and that we will receive a refund. Shauna and her colleagues met with Assemblyman Fred Thiele. Mr. Thiele is an advocate of libraries. Our library will welcome a new social worker on Mondays from 9AM – 4PM. The September/October Newsletter has been delayed but can be found as a pdf on our new website. The printed format will be at the post office in a few days. While both custodians were absent a cleaning company came and filled in the gaps. The annual audit was completed, recommendations reviewed and will be followed through.

**VIII. President's Remarks**

Jim thanked the library staff for a successful summer of programs and events, he has heard many raves about the staff. He also made note of the Library's 120th Celebration on Saturday, September 16th at 2PM in the greenspace.

**IX. Committee Reports**

A. Personnel / Policy The committee met to review the comments made to the operations manual by the attorney. The manual is now being reviewed by the CPA. The committee plans to meet again on September 28, 2023 to further review the manual.

**X. Old Business**

none

**XI. New Business**

A. NYLA Conference Attendance Approval

The NYLA Conference Attendance was approved.

(Katie, Colleen; (5-0))

B. Annual Audit

The Annual Audit was approved.

The list of recommendations was discussed and will be implemented.

(Karenann, Katie; (5-0))

C. TIAA Plan Docs

The TIAA Plan Docs were approved.

(Colleen, Katie; (5-0))

**XII. Adjournment**

Motion to adjourn at 6:33PM.

(Colleen, Karenann; unanimous (5-0))

**Dates of Future Board Meetings**

Monday, October 16, 2023

Monday, November 13, 2023

December 11, 2023

Respectfully submitted,

Katie O'Rourke

Secretary

**MATTITUCK-LAUREL LIBRARY**  
**DRAFT MINUTES OF THE BUDGET INFORMATION MEETING**  
September 11, 2023

**Present:** Jim Underwood, President; Nick Timpone, Vice-President; Karenann Volinski, Treasurer; Katie O'Rourke, Secretary; Colleen Grattan-Arnoff, Trustee; Shauna Scholl, Director

**Absent:** Peter Kren, Trustee; Mary Sanchez, Trustee

Jim called the Budget Information Meeting to order at 6:45PM.

- I. Review of 2024 Budget  
Jim read the budget statement published for the public.
  
- II. Period of Public  
none
  
- III. Adjournment  
The budget information meeting was adjourned at 6:49PM.  
Motion by Colleen; seconded by Karenann and approved.

Respectfully submitted,

Katie O'Rourke  
Secretary