

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

MEETING DATE: Monday September 12, 2022

MEETING TIME: 6:00 PM

- I. Approval of the Agenda**
- II. Review and Approval of the Minutes of August 8, 2022 Regular Board Meeting**
- III. Approval of Treasurer's Report**
- IV. Period of Public Expression**
- V. Director's Report**
- VI. President's Remarks**
- VII. Committee Reports**
 - A. Personnel / Policy
- VIII. Old Business**
- IX. New Business**
 - A. Approval of 2023 Holidays
 - B. NYLA Attendance & Expenses
 - C. Accept & approve retainer agreement for new counsel
 - D. Accept & approve letter of engagement for annual audit
 - E. Approve 3D Printing Policy
 - F. Approve quote for new public access computers
- X. Adjournment**

Next Meeting – October 17, 2022

MATTITUCK-LAUREL LIBRARY
APPROVED MINUTES OF THE REGULAR MONTHLY MEETING

September 12, 2022

Present: Derek McLean, 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

Derek called the meeting to order at 6:04PM.

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

II. Review and Approval of the Minutes of August 8, 2022 Regular Board Meeting Motion to approve made by Colleen; seconded by Karenann and approved.

III. Approval of Treasurer's Report Karenann presented the warrants for the month of August 2022. They are as follows:

OPERATING ACCOUNT	\$116,253.48
CULTURAL ACTIVITIES FUND	740.00
MONEY MARKET ACCOUNT	.00
BUILDING FUND SAVINGS	.00
BUILDING FUND CHECKING	.00

No donations more than \$1,000.00 were received in August, 2022.

Motion to approve made by Katie; seconded by Colleen and approved.

IV. Period of Public Expression Attendees: Melissa Vermey, Ann Faustmann, Jim Underwood, and Denise Geis. Ann asked that the board consider closing on 9/11 out of respect for our community fireman and policemen. Denise stated that she thought the library was amazing. She asked about the items included in miscellaneous from the 2023 Proposed Budget Summary. Shauna shared that miscellaneous included: library & office supplies, programs for Youth/Teen, Parent, and Adults, SCLS expenses, printing, advertising, postage, museum memberships and equipment maintenance. Denise also inquired about absentee ballots – the library vote is run by the school; ballots can be picked up from the district clerk. Jim asked about security and about potential discussions amongst the Board about hiring a security guard. Shauna and Derek explained that a great deal of time has been spent talking with security companies about surveillance cameras and capturing the blind spots. The library has panic buttons, the library staff know most of the patrons visiting the library, the staff move about the building checking spaces throughout the day, a safety committee has been formed and conversations are occurring about procedures in case of an emergency.

V. Director's Report Shauna prepared a written report. The library hosted a blood drive on August 9th, 50 pints of blood were donated. 150 lives will be saved because of these donations. More blood drives will be planned. The permanent sign has been installed on the gate to the greenspace. The *no stopping*

any time signs were installed, Shauna will monitor the parking situation and she will notify the Southold Town Police if enforcement is needed. Shauna met with the full staff on August 17th, two committees were formed, safety *and* justice, equity, diversity, and inclusion (JEDI). Nick stated that he has a lot of resources to share and would like to attend when the JEDI committee meets. He suggested changing the committees title to REDI – R (racism). The fall newsletter printing was delayed. It was printed on glossy paper and looks and feels very nice. Shauna will inquire as to its cost. The Monday morning email newsletter has been receiving good feedback. The book company that the library orders from had a ransomware attack, orders were put on hold. As of September 7th, orders are again being processed. Karenann made a motion to accept the Director’s Report; seconded by Nick and approved.

VI. President’s Remarks Derek informed the board that some soffit work, recently repaired by HomeWork Inc., needed to be fixed. HomeWork Inc. has agreed to make the necessary repairs. Owens came and fixed the pavers that had settled where the curb meets the sidewalk at the front entrance. Board members have received a copy of the Director’s Evaluation, evaluations must be completed by the board before the October 17th monthly meeting. A change was made to the format of the evaluation as follows: number values were added to correspond with the scale.

VII. Committee Reports

- A. **Personnel Policy** The committee met on August 23rd. Kevin Verbese, the Director from SCLS, was in attendance to help the committee. Committee members reviewed and updated sections 1-8 of the employee handbook. The remainder of the handbook will be reviewed on September 13th. Shauna will then edit and update the document. Derek is very pleased with the project; he said Shauna is doing a fantastic job. This handbook will be shared with all employees who will sign that they have received and reviewed it.

VIII. Old Business None

IX. New Business

- A. **Approval of 2023 Holidays** Easter was added back as a paid holiday in addition to the Juneteenth holiday. Motion to approve made by Katie; seconded by Colleen and approved. (Nick abstained)
- B. **NYLA Attendance & Expenses** Motion to approve made by Nick; seconded by Colleen and approved.
- C. **Accept & approve retainer agreement for new counsel** Motion to approve made by Colleen; seconded by Karenann and approved.
- D. **Accept & approve letter of engagement for annual audit** Motion to approve made by Katie; seconded by Colleen and approved.
- E. **Approve 3D Printing Policy** Motion to approve made by Karenann; seconded by Colleen and approved.
- F. **Approve quote for new public access computers** Motion to approve made by Nick; seconded by Colleen and approved.

X. Adjournment Motion made by Karenann; seconded by Nick to temporarily adjourn the Regular Monthly Meeting at 6:30PM for the budget information meeting. The meeting was adjourned at 7:15PM. Motion by Nick; seconded by Colleen and adjourned.

The next regularly scheduled meeting will be held on Monday, October 17, 2022.

Respectfully submitted,

Katie O'Rourke

**MATTITUCK-LAUREL LIBRARY
BOARD OF TRUSTEES
BUDGET INFORMATION MEETING AGENDA**

MEETING DATE: Monday September 12, 2022

MEETING TIME: 6:30 PM

- I. Review of 2023 Budget**
- II. Period of Public Expression**
- III. Adjournment**

**MATTITUCK-LAUREL LIBRARY
APPROVED MINUTES OF THE BUDGET INFORMATION MEETING**

September 12, 2022

Present: Derek McLean, 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

Motion made by Karenann; seconded by Nick to temporarily adjourn the Regular Monthly Meeting at 6:30PM.

Derek called the Budget Information Meeting to order at 6:30PM.

I. Review of 2023 Budget

II. Period of Public Expression Attendees: Melissa Vermey, Ann Faustmann, Jim Underwood, and Denise Geis. Denise asked about the Debt Service line on the 2023 Proposed Budget Summary. Shauna said that amount was used to remodel the parking lot. Additional monies required for that project came from grants. Denise said the new greenspace is a nice place for the kids. Jim asked about a platform called Lynda. Shauna said that the Lynda was taken over by LinkedIn and may not be part of the coordinated order but would investigate further.

III. Adjournment The budget information meeting was adjourned at 6:35PM. Motion by Nick; seconded by Colleen and the Regular Monthly Meeting was reopened.