

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

**MEETING DATE: Monday September 13, 2021**

**MEETING TIME: 6:00 PM**

- I. Approval of the Agenda**
  - II. Review and Approval of the Minutes of August 9, 2021 Regular Board Meeting**
  - III. Approval of 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/Greenspace
    - B. Bank Loan
  - X. New Business**
    - A. Approve Policies
    - B. Hours of Operation
    - C. Fence for South end of parking lot
    - D. Change Order for replacing additional curb & sidewalk
  - XI. Adjournment**
- Next Meeting – October 18 , 2021**

MATTITUCK-LAUREL LIBRARY

APPROVED MEETING MINUTES OF THE REGULAR MONTHLY MEETING

SEPTEMBER 13, 2021

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

**Absent:** Derek McLean, Trustee

Jim called the meeting to order at 6:03 p.m.

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

**II. Review and Approval of the Minutes of the August 9, 2021 Regular Monthly Meeting** Motion to approve made by Colleen; seconded by Nick and approved.

**III. Approval of the Treasurer's Report** Peter presented the warrants for the month of August, 2021:

OPERATING ACCOUNT	\$ 106,996.11
CULTURAL ACTIVITIES FUND	163.44
MONEY MARKET ACCOUNT	.00
BUILDING FUND SAVINGS	.00
BUILDING FUND CHECKING	.00

No donations in excess of \$1,000 received during the month of August, 2021.

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

**IV. Friends of the Library Report** The Friends did not meet in August. The membership mailing was not delivered to Laurel residents. The post office is looking into the problem. The Friends are working on a local garden tour /lunch fundraiser (Landcraft Garden located in Mattituck).

**V. Period of Public Expression** None

**VI. Director's Report** Jeff reminded members that the annual budget vote and trustee election will be held on Tuesday, September 21, 2021, from 10:00 a.m. - 8:00 p.m. in the library. Jeff is trying to arrange for telephone contact with the Suffolk County Board of Elections in case there are any problems with voter registrations. He is in touch with the Mattituck-Cutchoque School District to ensure that they provide us with the most recent voter registration list they have available.

Jeff noted that this past Sunday, September 12, 2021, was the first Sunday the library has been open since March, 2020. Traffic was light.

In response to Derek's request last month, Jeff found out that library memberships are not available for the 9/11 Memorial or the Statue of Liberty.

At Jean's request, Jeff will look into holding artists' receptions.

Discussion ensued concerning cleaning of the building in Mike's absence. Jim stated that he will monitor bathroom cleanliness for the next 2-3 weeks.

Jeff noted that the Reference Dept. staff is covering in Lynn Maaiki's absence.

**VII. President's Remarks** Jim stated that he would very much like to see the parking lot project completed before he leaves office in November.

The Regular Monthly Meeting was adjourned at 6:30 p.m. to allow time for the Annual Budget Information Meeting (agenda attached here; note to correct item I to "Review of the 2022 Budget").

Jeff gave a brief overview of the operating budget which includes a 1% increase amounting to \$16,000 and stays under the NYS Budget Cap. The majority of the increase is for cost of living raises for the staff, health insurance premiums and e-books. No members of the public were in attendance and the meeting was adjourned at 6:32 p.m. The Regular Monthly Meeting re-convened at 6:33 p.m.

#### **VIII. Committee Reports**

**A. Personnel/Policy Committee** The committee met last week. A special meeting was held to approve another revision to the mask policy - requiring masks again as opposed to "requesting." Other matters discussed include hours of operation, policies (see agenda items under New Business) and cost of living increases for the staff in 2022. Jeff requested additional time to work on budgeting for the salary figures.

#### **IX. Old Business**

**A. Parking Lot/Greenspace** Jeff reported the following progress: pavers are being installed, electricians are working, driveway is being graded, plant materials have arrived, irrigation work continues.

**B. Bank Loan** Jeff provided the last two items on the attorney's list of required documents: NYS Certificate of Good Standing, proof of renewal of insurance. He is waiting to get a closing date.

#### **X. New Business**

**A. Approve Policies** Members voted to approve the following policies (attached here)

**Unattended Child Policy** Motion to approve made by Jean, seconded by Colleen.

**Code of Ethics Policy** Motion to approve made by Nick; seconded by Peter

**Confidentiality of Library Records Policy** Motion to approve made by Peter; seconded by Colleen.

**B. Hours of Operation** Jeff recommended the library close at 7:00 p.m. effective November 1, 2021.

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

**C. Fence for South End of Parking Lot** Members agreed to wait until the parking lot project is complete before making any decision on additional fencing.

**D. Change Order for Replacing Additional Curb and Sidewalk** Members agreed to replace the sidewalk from the edge of the pavers by the main entrance to the staff door entrance. The sidewalk is in poor condition and uneven. Change order was recommended by the architect. Cost is \$18,000. Motion to approve made by Peter; seconded by Katie and approved.

Discussion ensued about how to thank and recognize the church for allowing the library to use their parking lot during the construction.

**XI. Adjournment** The meeting was adjourned at 6:55 p.m. Motion to adjourn made by Katie; seconded by Peter and adjourned.

The next regular scheduled monthly meeting will be held on Monday, October 18, 2021 since the library will be closed for the Columbus Day holiday on the regular monthly meeting date, October 11, 2021.

Respectfully submitted

Katie O'Rourke

Secretary