

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

**MEETING DATE: Monday September 14, 2020**

**MEETING TIME: 6:00 PM**

- I. Approval of the Agenda**
- II. Review and Approval of the Minutes of August 10, 2020 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**
- VIII. Old Business**
  - A. Parking Lot
  - B. Trustee Election
  - C. Meeting Room usage
- IX. New Business**
  - A. Approval of Assurance Form for NYS Grant Application
  - B. Proposed 2021 Holiday Closings
  - C. Set Monthly Meeting Date – Monday October 19, 2020
- X. Adjournment**

MATTITUCK-LAUREL LIBRARY

APPROVED MINUTES OF THE REGULAR MONTHLY MEETING

SEPTEMBER 14, 2020

**Present:** Jim Underwood, President; Nick Timpone, Vice President; Katie O'Rourke, Secretary; Fred Cohen, Treasurer; Jean Mahoney, Trustee; Peter Kren, Trustee; Derek McLean, Trustee; Jeffrey Walden, Director

**Absent:** None

Jim called the meeting to order at 6:02 p.m.

**I. Approval of the Agenda** Jim noted that the date of the next meeting should be corrected to read October 19, 2020. Motion to approve the amended agenda made by Derek; seconded by Jean and approved.

**II. Review and Approval of the Minutes of the August 10, 2020 Regular Monthly Meeting** Jean requested the word "amount" be changed to the word "number" in **D. Meeting Room Usage**. Motion to approve amended version made by Peter; seconded by Jean and approved.

**III. Approval of the Treasurer's Report** Fred presented the warrants for the month of August, 2020:

OPERATING ACCOUNT	\$106,868.27
CULTURAL ACTIVITIES FUND	269.90
MONEY MARKET ACCOUNT	2,321.41
BUILDING FUND SAVINGS	.00
BUILDING FUND CHECKING	.00

Donations received in the amount of \$1,000 or more: None

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

**IV. Period of Public Expression** None

**V. Director's Report** Jeff had no additional information to add to his written report. Discussion ensued concerning the following topics: room use changes, hours of operation, annual appraisal of real property, museum pass renewals, library positions (salaries and paid time off). Jean requested that the board meeting information packets be sent to members the Thursday before the meeting. Jeff made a note of this for next month's meeting.

**VI. President's Remarks** Jim noted that there are six candidates for three board seats. Discussion ensued concerning the following related topics: criteria for voting, procedure to follow if there is a tie; changing

the date of the election, lack of continuity in the bios submitted by the candidates. Eligibility for voting will be determined by the Suffolk County Voter Registration List. Members agreed to a run-off election should there be a tie. Jeff will send each candidate a 4 question survey in lieu of a biography and post the replies in the library and on the website. The date of the election will remain the same, September 22, 2020, 10:00 a.m. - 7:00 p.m. Jeff will contact the library's attorney for guidance about a possible run-off election.

**VII. Committee Reports** None

**VIII. Old Business**

**A. Parking Lot** The project was on the Planning Board's Work Session agenda this afternoon, September 14, 2020. Discussion ensued about the following topics: library property being a possible site of a Revolutionary War campsite and searching for artifacts, planting deer-resistant trees, allowable lighting, drainage on to Route 25. The architect was involved in the meeting and he didn't see any of these issues blocking the project from going forward. Jeff recommended the project go forward upon receiving approval from the town. Peter moved to go forward with the project; Nick seconded and the board voted to approve. Jeff gave Jim the "Approval of Assurance" Form for the NYS Grant Application to sign. Jeff expects the project to begin in the Spring of 2021. Grant monies are for the 2021 budget year and we have three years to complete the project.

**B. Trustee Election** See "**President's Remarks**" above.

**C. Meeting Room Usage** Discussion ensued about increasing the number of people allowed in the meeting room. Jim suggested Jeff find out the capacity of the meeting room and, using the allowable percentage, base occupancy on that. The board approved capacity and programming at the current maximum of 12 people. Tutoring is not permitted at this time.

**IX. New Business**

**A. Approval of Assurance Form for NYS Grant Application** See "**Parking Lot**" above.

**B. Proposed 2021 Holiday Closings** Attached here. Motion to approve by Jean; seconded by Nick and approved.

**C. Set Monthly Meeting Date** The next regular monthly meeting is scheduled for Monday, October 19, 2020.

**X. Adjournment** The meeting was adjourned at 6:57 p.m. Motion by Peter; seconded by Jean and adjourned.

Respectfully submitted,

Katie O'Rourke, Secretary