

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

MEETING DATE: Monday October 15, 2018

MEETING TIME: 6:00 PM

- I. Approval of the Agenda**
- II. Review and Approval of the Minutes of September 10, 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**
- IX. Old Business**
 - A. Parking Lot update with Chris Sepp
 - B. Director's Evaluation
- X. New Business**
 - A. No Parking Sign west of driveway
 - B. SCLS Proposed 2019 Budget
 - C. Regular Monthly Meeting Date – November 12, 2018
- XI. Adjournment**

MATTITUCK-LAUREL LIBRARY

APPROVED MINUTES OF THE REGULAR MONTHLY MEETING

OCTOBER 15, 2018

Present: Scott Verity, President; Jim Underwood, Vice President; Colleen Grattan-Arnoff, Secretary; Nick Timpone, Trustee; Fred Cohen, Trustee; Peter Kren, Trustee; Katie O'Rourke, Trustee; Jeffrey Walden, Director

Absent: None

Scott called the meeting to order at 6:00 p.m.

I. Approval of the Agenda Agenda amended to include item "SCLS Proposed 2019 Budget" under New Business. Motion to approve by Jim; seconded by Colleen and approved.

II. Review and Approval of the Minutes of the September 10, 2018 Regular Monthly Meeting Motion to approve by Colleen; seconded by Katie and approved.

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

OPERATING ACCOUNT	\$93,886.30
CULTURAL ACTIVITIES FUND	7,720.04
MONEY MARKET ACCOUNT	150.85
BUILDING FUND CHECKING	.00
BUILDING FUND SAVINGS	.00

NO DONATIONS OF \$1,000 OR MORE RECEIVED IN SEPTEMBER.

Jim made the motion to approve the Treasurer's Report; seconded by Colleen and approved.

IV. Friends of the Library Report Jeff noted that only one ticket remains unsold for the Friends bus trip to the Newport mansions. The Friends donated \$1,000 to the library towards the fish tank. They are soliciting donations from local merchants for their holiday raffle which will benefit their scholarship fund. They did a second membership renewal mailing.

V. Period of Public Expression None

VI. Director's Report Jeff added the following information to his written report. The new copier has been installed. The old copier is used for back up for the staff to use and as a printer for the public access computers. It is more efficient than the printers and has the finisher (stapler). The library has over 500 historical post cards in the local history collection and the reference department is in the process of putting them on line . Jeff received a compliment from a patron last week on the Claire's

Corner area. The East End Directors' meeting was re-scheduled to this Friday at the library due to the large funeral held last week at the adjoining funeral home and church.

VII. President's Remarks Scott congratulated Jim on his re-election to the board. Scott noted that legislation is pending concerning the requirement that library trustees attend 3 hours of training each year. SCLS is hosting a workshop on November 13, 2018 if anyone is interested. Discussion ensued concerning the increase in the e-books line in the SCLS annual budget.

VIII. Committee Reports No committee meetings held.

IX. Old Business

A. Parking Lot update with Christopher Sepp Christopher Sepp from Beaty, Harvey & Coco presented three proposed site master plans for the parking lot. Discussion ensued concerning grant funding from New York State, borrowing from BNB, and additional interior renovations to the building. Members agreed that the driveway entrance needs to be widened. Jeff will contact Mr. Sepp for a cost estimate on this part of the project alone. Work will continue on this project at next month's meeting after members have had time to review the drawings and costs.

B. Director's Evaluation Scott distributed the director's evaluation form to members and asked that they complete the form anonymously and return it to him by November 2, 2018. The November 19, 2018 meeting will begin with an executive session to review the evaluations.

X. New Business

A. No Parking Sign west of driveway Discussion ensued concerning the need for a "No Parking" sign on the Main Road to the west of the library's driveway. It is very difficult to see past parked cars when attempting to turn out of the library's drive way onto the Main Road. Jeff said the first step to getting the signs would be for him to send a written request to Southold Town Supervisor, Scott Russell. Members agreed and directed Jeff to write the letter to start the process.

B. SCLS Proposed 2019 Budget Jeff provided members with copies of the SCLS Draft FY 2019 budget for their review. (attached here) Our library member support goes up \$107. Members will vote on the budget at the November or December meeting.

C. Regular Monthly Meeting Date - November 19, 2018 The regular monthly meeting date is delayed a week due to the Veterans Day holiday on November 12, 2018. Motion to approve by Jim; seconded by Katie and approved.

XI. Adjournment The meeting was adjourned at 7:19 p.m. Motion by Jim; seconded by Nick and passed.

Respectfully submitted,

Colleen Grattan-Arnoff, Secretary

