

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

MEETING DATE: Monday October 18, 2021

MEETING TIME: 6:00 PM

- I. Approval of the Agenda**
- II. Review and Approval of the Minutes of September 13, 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**
- IX. Old Business**
 - A. Parking Lot/Greenspace
 - B. Bank Loan
- X. New Business**
 - A. Water Booster Pump
 - B. Landscaping in Front of Library
 - C. Outdoor Furniture and Patio Extension
- XI. Adjournment**

Next Meeting – November 8, 2021

MATTITUCK-LAUREL LIBRARY

APPROVED MEETING MINUTES OF THE REGULAR MONTHLY MEETING

OCTOBER 18, 2021

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

Absent: Peter Kren, Treasurer

Jim called the meeting to order at 6:07 p.m.

I. Approval of the Agenda Motion to approve made by Jean; seconded by Katie and approved.

II. Review and Approval of the Minutes of the September 13, 2021 Regular Monthly Meeting Motion to approve made by Colleen; seconded by Nick and approved.

Jim called an Executive Session to discuss personnel matters at 6:07 p.m. The regular monthly meeting was re-convened at 6:37 p.m.

III. Approval of the Treasurer's Report Jim presented the warrants for the month of September, 2021:

OPERATING ACCOUNT	\$101,024.72
CULTURAL ACTIVITIES FUND	518.44
MONEY MARKET ACCOUNT	.00
BUILDING FUND SAVINGS	.00
BUILDING FUND CHECKING	132,883.63

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

Motion to approve made by Derek; seconded by Jean and approved.

IV. Friends of the Library Report Jeff noted that the Friends had some difficulty with the post office mailing the annual membership renewal requests, particularly to Laurel residents. They sent a second mailing. The next Friends meeting will be held on Tuesday, October 19, 2021.

V. Period of Public Expression None

VI. Director's Report Jeff noted that he is interviewing job candidates for the circulation desk.

VII. President's Remarks Jim reported he monitored the bathrooms and did not find any major problems with overall cleanliness. He did, however, notice the problems with the water pressure. Jim

thanked the board members for their support during his term. He suggested making aesthetic improvements to the meeting room as a future project.

VIII. Committee Reports None

IX. Old Business

A. Parking Lot/Greenspace Jeff and Jim met with the project architect and the landscape architect and did a walk through inspection of the area on Monday, October 18, 2021. Items still requiring attention include: curbing on west side of Main Road entrance, speed bump, fencing around greenspace and dumpster, repairs at the entry way of the church parking lot, moving shed again, move cross walk signs, remove and replace remaining old shrubs in front of building, clean up and re-seed grass area by book drop, shade sail/awning.

B. Bank Loan The loan closed on September 21, 2021. The principal amount is \$550,000.00 and net proceeds were \$535,286.35 after closing costs. Proceeds were deposited into the Building Fund Checking Account. The monthly payment is \$7,429.74 and will be automatically deducted from the Operating Account on the 21st of each month. The maturity date is September 21, 2028. The fixed interest rate is 3.6%. There is no pre-payment penalty.

X. New Business

A. Water Booster Pump Hardy Plumbing will provide an estimate to install a water booster pump to help raise the water pressure in the building. Derek suggested installing a water tank as a less costly option. Jeff will also discuss this option with Hardy Plumbing.

B. Landscaping in Front of Library Jeff will get an estimate to replace the remaining old shrubs in the front of the building (not included in original plan).

C. Outdoor Furniture and Patio Extension Members agreed to wait another month before ordering outdoor furniture and asked Jeff to look into expanding the patio.

At the close of the meeting Jim told Jeff he will stop by next week to review the annual director's evaluation. Derek noted issues with the gutters, roof shingles and fascia board on the building.

XI. Adjournment The meeting was adjourned at 7:10 p.m. Motion to adjourn made by Jean; seconded by Colleen and adjourned.

The next regular scheduled monthly meeting will be held on Monday, November 8, 2021.

Respectfully submitted,

Katie O'Rourke

Secretary