

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

MEETING DATE: Monday October 19, 2020

MEETING TIME: 6:00 PM

- I. Approval of the Agenda**
- II. Review and Approval of the Minutes of September 14, 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**
 - A. Personnel and Policy Committee
 - B. Building Committee
- VIII. Old Business**
 - A. Parking Lot
 - B. Museum Passes
 - C. Meeting Room usage
- IX. New Business**
 - A. Approval of New Position for Shauna Scholl
 - B. NYS Paid Sick Leave
 - C. Approve changes to meeting room policy
 - D. New Front Doors
 - E. Director's Evaluation
 - F. Set Monthly Meeting Date – Monday November 9, 2020
- X. Adjournment**

MATTITUCK-LAUREL LIBRARY

APPROVED MINUTES OF THE REGULAR MONTHLY MEETING

OCTOBER 19, 2020

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

Absent: Derek McLean, Trustee

Jim called the meeting to order at 6:06 p.m.

I. Approval of the Agenda

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

II. Review and Approval of the Minutes of the September 14, 2020 Regular Board Meeting

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

III. Approval of the Treasurer's Report

Fred presented the warrants for the month of September, 2020:

OPERATING ACCOUNT	\$113,587.64
CULTURAL ACTIVITIES FUND	19.90
MONEY MARKET ACCOUNT	23.21
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

Jim welcomed Maria Santigate to the meeting. Ms. Santigate inquired if the library's budget could be posted on the website and requested the library offer yoga again. Jeff stated that he would post the budget online. Jim noted the request concerning resumption of yoga.

V. Director's Report

Jeff noted that the Friends met on Wednesday, October 7, 2020 for the first time this year. They extended memberships through 2021 with no renewal charge. There will be no holiday raffle this year.

Eight people attended the author interview program held at the library on Sunday, October 18, 2020. The program was also livestreamed and recorded. It will be available on the library's YouTube channel. 25 families have registered for the pumpkin carving program. Completed pumpkins will be on display at the library. Another program that is in the works is a holiday train made as a cooperative project with students at the Mattituck High School. The person who volunteered to check the parking lot area for historical items with a metal detector found nothing of significance. He will scan the wooded area once it has been cleared. Jeff invited board members to the staff luncheon in honor of Bob Lockman's retirement on Friday, October 23, 2020, and staff breakfast in honor of Lynn Baker's retirement on Wednesday, October 28, 2020.

VI. President's Remarks

Jim suggested changing the monthly board meeting date to the second Tuesday of the month to avoid conflict with Monday federal holidays. No action taken.

VII. Committee Reports

A. Personnel and Policy Committee

The committee met on October 7, 2020. Topics discussed included: new NYS Paid Sick Leave Law for part-time workers, new position of Technology Librarian, change in meeting room policy to allow serving alcohol, employee paid time off

B. Building Committee

The committee met directly prior to the regular monthly meeting on October 19, 2020. Topics discussed included: estimate for new automatic sensing doors at main entrance, replacing carpeting, replacing roof.

VIII. Old Business

A. Parking Lot

Official approval and permits received from Southold Town to proceed with the parking lot expansion project. NYS grant application is in. The board directed Jeff to ask the architect to complete the bid documents as soon as possible. An early 2021 spring start is anticipated.

B. Museum Passes

List attached, total cost \$4,270. Discussion ensued. Fred suggested adding the Metropolitan Museum of Art. Jeff will look into it. Motion to renew all museum passes made by Fred; seconded by Peter and passed.

C. Meeting Room Usage

We are currently allowed 50% capacity under the NYS COVID restrictions. According to the Southold Town Fire Marshall, the meeting room capacity is 94 with tables and chairs and 200 with chairs only. Jeff asked the board to increase the current limit of 12 to 20. Nick asked Jeff to mark out lines on the floor for 6' social distancing. Jim asked Jeff to look into the cost of portable HEPA filter units. Meeting room usage will be on the agenda for the November 9, 2020 board meeting for further review.

IX. New Business

A. Approval of New Position for Shauna Scholl

The board approved the creation of a new position, "Technology Librarian." The position will start November 1, 2020, 35 hours/week, salaried. No dollar amount was approved. Jeff will work on the actual job description . Motion made by Jean; seconded by Fred and approved.

B. NYS Paid Sick Leave

Additional guidance needed from NYS Dept. of Labor. Item tabled until the November 9, 2020 meeting.

C. Approve Changes to Meeting Room Policy

Members voted to remove the sentence "No alcoholic beverages may be served" from Section C of the Meeting Room Policy. Serving of alcohol will be considered on a case by case basis if requested. Motion by Jean; seconded by Fred and approved.

D. New Front Doors

The Building Committee recommended approval of the \$17,612 estimate Jeff received from Nabco. Jeff will get an estimate from an electrician for the electrical work involved.

E. Director's Evaluation

Jeff distributed the evaluation forms to board members. Jim called Executive Session at 7:04 p.m. Regular meeting resumed at 7:25 p.m. Jim asked members to return their completed evaluation forms to him by Monday, November 2, 2020.

F. Set Monthly Meeting Date - Monday, November 9, 2020

The next regular monthly meeting is scheduled for Monday, November 9, 2020.

X. Adjournment

The meeting was adjourned at 7:25 p.m. Motion by Peter; seconded by Nick and adjourned.

Respectfully Submitted,

Katie O'Rourke, Secretary