

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

MEETING DATE: Monday October 21, 2019

MEETING TIME: 6:00 PM

- I. Approval of the Agenda**
- II. Review and Approval of the Minutes of September 9, 2019 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**
 - A. Personnel and Policy Committee
- IX. Old Business**
 - A. Parking Lot
- X. New Business**
 - A. Holiday Closings 2020
 - B. Approval of New Policies and Bylaws Change
 - C. Director's Evaluation
 - D. Approval of 2018 Financial Audit
 - E. Macmillan E-book Embargo
 - F. Set Monthly Meeting Date
- XI. Adjournment**

MATTITUCK-LAUREL LIBRARY

APPROVED MINUTES OF THE REGULAR MONTHLY MEETING

OCTOBER 21, 2019

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

Absent: None

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

I. Approval of the Agenda (as amended) Motion to approve by Peter; seconded by Jean and approved.

II. Review and Approval of the Minutes of the September 9, 2019 Regular Monthly Meeting Motion to approve by Colleen; seconded by Jean and approved.

III. Treasurer's Report Fred presented the warrants for the month of September, 2019:

| | |
|--------------------------|---------------|
| OPERATING ACCOUNT | \$ 252,345.95 |
| CULTURAL ACTIVITIES FUND | 3,986.80 |
| MONEY MARKET ACCOUNT | .00 |
| BUILDING FUND CHECKING | 6,060.75 |
| BUILDING FUND SAVINGS | .00 |

DONATIONS IN EXCESS OF \$1,000.00 - None

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

IV. Friends of the Library Report Jeff reported that the Friends are gathering prizes for their annual scholarship raffle; tickets will be on sale in a few weeks. They are also working on their second membership mailing for the year.

V. Period of Public Expression None

VI. Director's Report Jeff added the following information to his written report. New shelving has been installed in Claire's Corner and shelving has been moved in the Tween Room. Various collections are being re-located in the adult area: CD's moved to the east wall in the center of the building and large print books to the front of the building for easier accessibility. A tree fell at the back of the property and damaged a neighbor's swing set. The incident is not covered by insurance and the library paid to have the tree removed.

VII. President's Remarks None

VIII. Committee Reports

A. Personnel and Policy Committee Met two weeks ago. See items under New Business. The committee also discussed the request by the bridge group to return to weekly meetings at the library. Members agreed with Jeff's assessment that such a large group meeting so frequently would have too much of an impact on library programming.

IX. Old Business

A. Parking Lot Application has been submitted to NYS DOT. Southold Town has strict requirements for landscaping and a landscape architect will be hired to produce plans to meet the code. Pot holes in the existing parking lot were filled last week. Jim noted that Bill Ruland told him the Town Transportation Committee has submitted a request for the No Parking signs on Route 25 to NYS DOT.

X. New Business

A. Holiday Closings 2020 Attached here. Motion to approve by Jean; seconded by Katie and approved.

B. Approval of New Policies and Bylaws Change Attached here. Motion to approve made by Peter; seconded by Jean and approved. Note: Jeff will provide board members with copies of the Trustee and Staff Manuals.

C. Director's Evaluation (see below)

D. Approval of the 2018 Financial Audit Copies provided to board members for their review and approval at the November meeting. Jeff noted that he is working on the list of recommendations.

E. Macmillian E-book Embargo Members discussed the restrictions Macmillan Publishing is placing on new e-book titles starting November 1, 2019 and the ramifications it will have on the industry and library services in the future. Flyer attached here. SCLS has decided they will not purchase the single copy offered for the first 8 weeks after a book's release.

Jim called an Executive Session at 6:35 p.m. to discuss the director's evaluation. Regular meeting reconvened at 7:04 p.m. Jeff will email a copy of the evaluation form to all board members. Completed forms are to be returned to Jim by November 1, 2019.

F. Set Monthly Meeting Date The next regularly scheduled monthly meeting will be held on Monday, November 18, 2019.

XI. Adjournment The meeting was adjourned at 7:07 p.m. Motion by Colleen; seconded by Jean and adjourned.

Respectfully submitted,

Colleen Grattan-Arnoff, Secretary