

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

MEETING DATE: Monday November 8, 2021

MEETING TIME: 6:00 PM

- I. Approval of the Agenda**
- II. Other Business**
 - A. Executive Session – Director’s Annual Review
- III. Than you to Jim and Jean/Welcome to Mary and Karenann**
- IV. Election of Officers and Committee Assignments**
- V. Review and Approval of the Minutes of the October 18, 2021 Regular Board Meeting**
- VI. Approval of Treasurer’s Report**
- VII. Period of Public Expression**
- VIII. Director’s Report**
- IX. President’s Remarks**
- X. Committee Reports**
- XI. Old Business**
 - A. Parking Lot/Greenspace
 - B. Security Cameras for Parking Lot
- XII. New Business**
 - A. Approval of 2022 SCLS Budget
 - B. Change Order for Curb Work, Landscaping and Speed Bump
- XIII. Adjournment**

Next Meeting – December 13, 2021

MATTITUCK-LAUREL LIBRARY

APPROVED MINUTES OF THE REGULAR MONTHLY MEETING

NOVEMBER 8, 2021

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

Absent: Peter Kren, Treasurer

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

I. Approval of the Agenda Motion to approve made by Colleen; seconded by Derek and approved.

II. Other Business

A. Executive Session - Director's Annual Review The Board moved into Executive Session at 6:02 p.m. and the regular meeting resumed at 6:49 p.m.

III. Thank You to Jim and Jean/Welcome to Mary and Karenann Jeff thanked Jim and Jean for their years of service on the Board of Trustees and welcomed Mary and Karenann to the Board.

IV. Election of Officers and Committee Assignments Nick nominated Derek for President, seconded by Colleen; Katie nominated Nick for Vice President, seconded by Colleen; Nick nominated Karenann for Treasurer, seconded by Derek; Colleen nominated Katie for Secretary, seconded by Nick. Derek moved that the slate of officers be approved; seconded by Colleen and approved.

2022 Committee Assignments:

Personnel/Policy	Katie, Nick, Colleen
Budget/Finance	Karenann, Peter, Colleen
Building & Grounds	Katie, Nick, Mary
Long Range Planning	Katie, Nick, Mary

V. Review and Approval of the Minutes of the October 18, 2021 Regular Board Meeting Motion to approve made by Nick; seconded by Katie and approved.

VI. Approval of the Treasurer's Report Karenann presented the warrants for October, 2021:

OPERATING ACCOUNT	\$ 89,913.59
CULTURAL ACTIVITIES FUND	1,098.44
MONEY MARKET ACCOUNT	.00

BUILDING FUND SAVINGS	.00
BUILDING FUND CHECKING	219,553.55

No donations in excess of \$1,000.00 were received in October, 2021.

Motion to approve made by Nick; seconded by Colleen and approved,

VII. Period of Public Expression None

VIII. Director's Report Jeff gave members a recap of the Halloween pumpkin program held last week; it was a fun event for all ages. The 2020 audit is complete and the report will be ready for the December 13, 2021 board meeting. Jeff ordered a new calendar program from Library Market that will facilitate the library's online calendar with program registration. The library received a check in the amount of \$201,807.00, representing 90% of the State Grant Funds for the parking lot project. The balance of the grant will be released once the project is complete. Discussion ensued concerning the NYS Paid Family Leave law. Jeff will schedule a meeting of the Personnel/Policy Committee to discuss employee paid time off.

IX. President's Remarks None

X. Committee Reports None

XI. Old Business

A. Parking Lot/Greenspace Jeff provided the following update: the sign has been installed in front of the building ; electric has been installed for the security cameras; the fence around the dumpster is to be installed on November 9, 2021; he is still waiting for information on the availability of fencing for the greenspace. Jeff provided members with copies of three change orders from Owen Brothers Landscape Development for additional plantings in front of the building, installation of a speed bump and west side curb alterations (attached here). Members agreed to approve the change orders for a negotiated total cost of \$14,500. Motion by Nick; seconded by Katie and approved.

B. Security Cameras for Parking Lot Security cameras were discussed by the Building and Grounds Committee but not included in the original parking lot plans. Estimate from VEP Computer Systems, Inc. attached here. Discussion ensued. Jeff and Derek will review the plan and physically walk the parking lot. Jeff will solicit estimates from at least two additional vendors.

XIII. New Business

A. Approval of 2022 SCLS Budget Jeff noted that there is no increase to our library's contribution (remains at \$11,057) and he recommended the board approve the SCLS 2022 budget. Motion to approve made by Nick; seconded by Colleen and approved.

B. Change Order for Curb Work, Landscaping and Speed Bump See **Parking Lot/Greenspace** under **Old Business** above.

XI. Adjournment The meeting was adjourned at 7:38 p.m. Motion to adjourn made by Colleen; seconded by Karenann and adjourned.

The next regular scheduled monthly meeting will be held on Monday, December 13, 2021.

Respectfully submitted,

Katie O'Rourke

Secretary