

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

MEETING DATE: Monday November 9, 2020

MEETING TIME: 6:00 PM

- I. Approval of the Agenda**
- II. Other Business**
 - A. Executive Session – Director’s Annual Performance Review
- III. Thank you to Fred/Welcome Colleen**
- IV. Review and Approval of the Minutes of October 19, 2020 Regular Board Meeting**
- V. Election of Officer’s/Committee Assignments**
- VI. Approval of Monthly Treasurer’s Report**
- VII. Period of Public Expression**
- VIII. Director's Report**
- IX. President's Remarks**
- X. Committee Reports**
- XII. Old Business**
 - A. Meeting Room Usage
- IX. New Business**
 - A. Review of 2019 Financial Audit
 - F. Set Monthly Meeting Date – Monday December 14, 2020
- X. Adjournment**

MATTITUCK-LAUREL LIBRARY

APPROVED MINUTES OF THE REGULAR MONTHLY MEETING

NOVEMBER 9, 2020

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

Absent: Derek McLean, Trustee

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

I. Approval of the Agenda

Agenda amended to include SCLS 2021 Budget Ballot under New Business and change the word "Officer's" to "Officers" under Election of Officers /Committee Assignments. Motion to approve by Jean; seconded by Katie and approved.

II. Other Business

A. Executive Session - Director's Annual Performance Review

Regular meeting adjourned at 6:02 p.m. for executive session. Regular meeting resumed at 6:28 p.m.

III. Thank You to Fred/Welcome Colleen

Jim thanked Fred for his service on the board and welcomed Colleen.

IV. Review and Approval of the Minutes of the October 19, 2020 Regular Monthly Meeting

Motion to approve by Peter; seconded by Jean and approved.

V. Election of Officers/Committee Assignments

Nick nominated Jim for President; Colleen seconded. Appointment approved. Jim presented the slate of officers as follows: Nick Timpone, Vice President; Katie O'Rourke, Secretary; Peter Kren, Treasurer. Motion to approve the slate made by Jean; seconded by Peter and approved.

Committee Assignments: Personnel/Policy: Katie, Nick, Jean; Budget/Finance: Peter, Derek, Colleen; Building and Grounds: Colleen, Nick, Peter; Long Range Planning: Nick, Peter, Jean.

VI. Approval of the Treasurer's Report

Peter presented the warrants for the month of October, 2020:

OPERATING ACCOUNT	\$ 99,719.19
CULTURAL ACTIVITIES FUND	595.94
MONEY MARKET ACCOUNT	507.07
BUILDING FUND SAVINGS	.00

BUILDING FUND CHECKING

6,899.45

Motion to approve made by Katie; seconded by Colleen and approved.

VII. Period of Public Expression None

VIII. Director's Report

Jeff added the following information to his written report. A contractor from Nabco came to look at the lobby entrance. He will provide an estimate to raise the header to accommodate the new automatic doors. Eclipse Elevator (under contract to do required elevator inspections throughout the year) found a broken exhaust fan in the elevator and will replace it. Discussion ensued concerning staffing at the circulation desk, updating the webpage and the new Technology Librarian position.

IX. President's Remarks

Jim mentioned possibly distributing the director's annual evaluation form at the September meeting rather than the October meeting and adding presentations from department heads to board meeting agendas. He also mentioned the possibility of using the library as a drop off point for ballots in future elections.

X. Committee Reports None

XI. Old Business

A. Meeting Room Usage

Discussion ensued concerning meeting room usage in the continuing COVID-19 situation. Members agreed not to pursue the purchase of portable HEPA filter units. Members agreed to permit yoga classes with a limit of 12 participants and seated meetings with a limit of 20 participants. Nick asked Jeff to get a quote from a professional cleaning/sanitizing service. Discussion ensued concerning contingency plans for operating the library in the event a staff member (s) test positive for COVID-19. Jeff is working on a plan.

Jean asked Jeff why certain museum passes were not renewed. Jeff will check with Jerry who is handling the matter. Jeff noted that the Metropolitan Museum of Art does not offer a library membership.

IX. New Business

A. Review of the 2019 Financial Audit

Jeff provided members with a copy of the 2019 Financial Statements as produced by Covati & Janhsen, CPAS, PC. Jeff noted that he is working on the list of recommendations.

B. SCLS 2021 Budget Ballot

Jeff recommended approval of the SCLS 2021 budget which increases the Mattituck-Laurel Library's support by 2%. Motion to approve made by Peter; seconded by Colleen and approved. Jim signed the ballot on behalf of the board.

C. Set Monthly Meeting Date - Monday, December 14, 2020

The next regular monthly meeting is scheduled for Monday, December 14, 2020.

X. Adjournment

The meeting was adjourned at 7:10 p.m. Motion made by Peter; seconded by Colleen and adjourned

Respectfully submitted,

Katie O'Rourke, Secretary