

**MATTITUCK-LAUREL LIBRARY**  
**DRAFT MINUTES OF THE REGULAR MONTHLY MEETING**  
November 10, 2025

**Present**

Jim Underwood, President  
Colleen Grattan-Arnoff, Treasurer  
Katie O'Rourke, Secretary  
John Carter, Trustee  
Peter Kren, Trustee  
Shauna Scholl, Director

**Absent with Excuse**

Mary Sanchez, Vice President  
Randi Tietel, Trustee

**I. Call To Order/II. Pledge of Allegiance**

Jim called the meeting to order at 6PM, with a quorum present.

Amend *November 10, 2025* Agenda to include an **Executive Session** (Director's Annual Evaluation)  
November 10, 2025 Agenda amended.  
(Colleen, John; unanimous (5-0))

**III. Approval of the Agenda**

The agenda was adopted.  
(John, Colleen; unanimous (5-0))

**IV. Review and Approval of the Minutes of October 20, 2025 Regular Board Meeting**

The minutes of the meetings held *October 20, 2025* were approved.  
(Colleen, John; unanimous (5-0))

**V. Election of Officers' and Committee Assignments**

Motion to open nominations: Katie nominated, John seconded; *Jim Underwood, President*. Colleen nominated, John seconded, *Mary Sanchez, Vice President*. Peter nominated, Colleen seconded, *Katie O'Rourke, Secretary*. Katie nominated, Peter seconded; *Colleen Grattan-Arnoff, Treasurer*.  
(Officers approved, unanimous (5-0))

**2025/2026 Committee Assignments:**

**Personnel/Policy:** Colleen, Katie

**Budget/Finance:** Colleen, Peter

**Audit:** Jim, Katie

**Building & Grounds:** Mary, John

**Long Range Planning:** Mary, Katie

**Communications:** John, Randi

*Jim attends all committee meetings.*

## **VI. Approval of Treasurer's Report**

### **Warrants**

Colleen reviewed the warrants with the Board.

The Board approved payment of the following **OCTOBER 2025** warrant:

OPERATING ACCOUNT	\$122,665.65
CULTURAL ACTIVITIES FUND	518.96
MONEY MARKET ACCOUNT	502,289.54
BUILDING FUND SAVINGS	.00
BUILDING FUND CHECKING	.00

Donations in excess of \$1,000  
none

(Peter, John; unanimous (5-0))

*October payroll has five weeks.*

*Please note: Two CDs were purchased with Money Market Capital Reserve Funds*

*Dime 10 month CD @ \$250,000 and M&T Bank 12 month CD @ \$250,000*

## **VII. Approval of the Personnel Report**

The Personnel report was presented in written format. The Board reviewed the personnel report with interest. The Personnel Report was approved. (Katie, John; unanimous (5-0))

## **VIII. Director's Report**

The Director's report was presented in written format. The Board reviewed the director's report with interest. The Director's Report was approved.

(Colleen, John; unanimous (5-0))

Shauna just returned from a the 2025 NYLA (New York Library Association) Annual Conference in Saratoga Springs, NY where she attended many worthwhile workshops. She is very proud of the Jane Austen Committee for their achievement in receiving second place in the annual Suffolk Library Marketing Award contest. This award usually goes to larger libraries. The Riverhead and Cutchogue-New Suffolk Libraries have been assisting with ILL's and shelf checks. The library has switched to Ingram Books and is awaiting new materials. It is a top priority to get materials into the hands of patrons. On Wednesday, November 12th, SCLS Director Kevin Verbesey will be at the library for a trustee workshop. Kudos to the community, Marissa and her Great Give Back Coordinator for organizing October's Give Back, 655 items were donated to the North Fork Animal Welfare League. The local Girl Scout Troop 1983 has offered to assist with collecting nonperishable food items, diapers, formula and hygiene items for our Little Free Food Pantry.

## **IX. President's Remarks**

none

## **X. Committee Reports**

none

## **XI. Old Business**

*Two CDs were purchased with Money Market Capital Reserve Funds  
Dime 10-month CD @ \$250,000 and M&T Bank 12-month CD @ \$250,000*

## **XII. New Business**

A. Approve 2026 Board Meeting Dates

The 2026 Board Meeting Dates were approved.

(Peter, John; unanimous (5-0))

B. Approve 2026 Holiday Closings

The 2026 Holiday Closings were approved.

(John, Peter; unanimous (5-0))

C. Amend 2026 Budget

Decrease the debt service to zero and increase capital expenditures +\$100,000. If the full amount is not spent in capital expenditures put it into reserves for capital projects.

(John, Peter; unanimous (5-0))

D. Retired Computer Equipment

The computer equipment was retired.

(Colleen, John; unanimous (5-0))

E. 2026 SCLS Budget

The 2026 SCLS Budget was approved.

(Peter, John; unanimous (5-0))

F. SCLS Trustee Election

Rebecca Miller, for SCLS Trustee, was approved.

(Colleen, John; unanimous (5-0))

## **XIII. Period of Public Expression**

none

## **Executive Session**

*Director's Annual Evaluation*

Motion to move into executive session made at 6:29PM

(John, Peter; unanimous (5-0))

The Board left executive session at 6:49PM

(Colleen, Peter; unanimous (5-0))

**XIV. Adjournment**

Motion to adjourn at 6:50PM  
(John, Peter; unanimous (5-0))

**Dates of Future Board Meetings**

Monday, December 8, 2025

Monday, January 12, 2026

Monday, February 9, 2026

Respectfully submitted,  
Katie O'Rourke  
Secretary