

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

MEETING DATE: Monday November 13, 2023

MEETING TIME: 6:00 PM

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Approval of the Agenda**
- IV. Review and Approval of the Minutes of October 16, 2023 Regular Board Meeting**
- V. Election of Officers and Committee Assignments**
- VI. Period of Public Expression**
- VII. Approval of Treasurer's Report**
- VIII. Approval of Personnel Report**
- IX. Director's Report**
- X. President's Remarks**
- XI. Committee Reports**
 - A. Personnel / Policy
 - B. Building / Grounds & Long-Range Planning
- XII. Old Business**
- XIII. New Business**
 - A. Authorize Director to open new credit card with BOA and close current card
 - B. Approve 2024 SCLS Budget
 - C. Operations Manual (approving manual in its entirety & adopting new policies listed below)
 - i. Newly adopted: Trustee Education Policy, Public Participation at Board Meetings, Public Relations & Media Inquiries Policy,

Next Meeting – December 11, 2023

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Records Request & Disposition Policy, Accessibility Statement, Customer Service Policy, Copyright Notice for Library Photocopiers & other Reproducing Equipment, Designated Spaces Policy, Disposal of Surplus Library Materials, General Data Protection Regulation, Patron Complaint Policy, Program Registration Policy, Programming Policy, Social Media Guidelines Policy, Surveillance Camera Policy, Sustainability Policy, Test Proctoring Policy, Tutoring Policy, Unattended Vulnerable Adult Policy, Wireless Access Policy, Gift Policy, Integrity & accountability, Petty Cash, Credit Cards & Amazon Business Account, Disposition of Surplus Property, Fund Balance & Reserve Funds, Investments, Capital Asset Management, Meeting & Conference Attendance, Friends Group Memo of Understanding

- ii. Revised: Open Meetings Policy, 3D Printing Policy, Borrowing / Circulation Policies, Collection Development Policy, Public Bulletin Board Policy

XIV. Executive Session

XV. Adjournment

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