

MATTITUCK-LAUREL LIBRARY
DRAFT MINUTES OF THE REGULAR MONTHLY MEETING
November 13, 2023

Present

Jim Underwood, President
Nick Timpone, Vice-President
Karenann Volinski, Treasurer
Katie O'Rourke, Secretary
Colleen Grattan-Arnoff, Trustee
Peter Kren, Trustee
Mary Sanchez, Trustee
Shauna Scholl, Director

Absent

none

I. Call To Order/II. Pledge of Allegiance

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

III. Approval of the Agenda

The agenda was adopted.

(Nick, Karenann; unanimous (7-0))

IV. Review and Approval of the Minutes of October 16, 2023 Regular Board Meeting

The minutes of the meetings held October 16, 2023 were approved.

(Mary, Karenann; unanimous (7-0))

V. Election of Officers and Committee Assignments

Motion to open nominations for Jim Underwood as President made by Nick, seconded by Colleen and approved; unanimous (7-0). Motion to open nomination for Nick Timpone as Vice-President made by Colleen, seconded by Karenann and approved; unanimous (7-0). Motion to open nominations for Katie O'Rourke as Secretary made by Colleen, seconded by Karenann and approved; unanimous (7-0). Motion to open nominations for Karenann Volinski as Treasurer made by Jim, seconded by Colleen and approved; unanimous (7-0).

2023/2024 Committee Assignments

Personnel/Policy: Katie, Colleen

Budget/Finance: Karenann, Peter, Colleen

Building & Grounds: Katie, Nick, Mary

Long Range Planning: Katie, Nick, Mary

VI. Period of Public Expression

none

VII. Approval of Treasurer’s Report

Warrants

Karenann reviewed the warrants with the Board.

The Board approved payment of the following OCTOBER warrant:

OPERATING ACCOUNT	\$125,148.88
CULTURAL ACTIVITIES FUND	722.91
MONEY MARKET ACCOUNT	.00
BUILDING FUND SAVINGS	.00
BUILDING FUND CHECKING	.00

Donations in excess of \$1,000

none

(Colleen, Peter; unanimous (7-0))

VIII. Approval of Personnel Report

The Personnel report was presented in written format. The Board reviewed the personnel report with interest. The Personnel Report was approved.

(Mary, Colleen; unanimous (7-0))

IX. 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.

(Peter, Nick; unanimous (7-0))

Shauna began by commending JoAnne and Marissa for their assistance with the Great Give Back. Over 350 toiletry items were collected for C.A.S.T. during the month of October. Trustees were given two documents to review and sign – a code of ethics and a trustee training form. A new Technology & Social Media Marketing Coordinator has been hired. The Friends of the Library will be receiving \$10,000 (omnibus funds) these monies will be used for cultural events and programs at the library. Shauna met with Sonia Spar – Sonia will be available to assist our Latinx community members and will be working with the Library to build connections with folks in our community who speak languages other than English.

X. President’s Remarks

Jim is meeting with Sara and Ella to organize a health fair for spring of 2024. The team is reaching out to Northwell Health, NYU Langone Health, and Stony Brook Hospital. Screenings and a two-mile walk will be included in this event.

XI. Committee Reports

A. Personnel / Policy The committee met on October 30, 2023 for a final review of the operations manual.

B. Build /Grounds & Long-Range Planning The committee will meet on November 20, 2023.

XII. Old Business

none

XIII. New Business

A. Authorize Director to open new credit card with Bank of America and close current card
Motion to approve new credit card with Bank of America.

(Peter, Karenann; unanimous (7-0)).

B. Approve 2024 SCLS Budget

Motion to approve 2024 SCLS Budget.

(Karenann, Mary; unanimous (7-0))

C. Operations Manual

i. Newly adopted policies: Trustee Education Policy, Public Participation at Board Meetings, Public Relations & Media Inquiries Policy, 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 policies: Open Meetings Policy, 3D Printing Policy, Borrowing / Circulation Policies, Collection Development Policy, Public Bulletin Board Policy

Motion to approve the Operations Manual in its entirety, adopt slate of new policies and revisions to existing policies.

(Katie, Colleen; unanimous (7-0))

XIV. Executive Session

Motion to move into Executive Session at 6:20PM.

(Peter, Nick; unanimous (7-0))

Motion to resume Regular Meeting at 6:26PM.

(Nick, Karenann; unanimous (7-0))

XV. Adjournment

Motion to adjourn at 6:27PM.

(Nick, Peter; unanimous (7-0))

Dates of Future Board Meetings

Monday, December 11, 2023

Monday, January 8, 2024

Monday, February 12, 2024

Respectfully submitted,

Katie O'Rourke

Secretary