

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

MEETING DATE: Monday November 14, 2022

MEETING TIME: 6:00 PM

- I. Approval of the Agenda**
- II. Thank you to Derek / Welcome to Jim**
- III. Election of Officers and Committee Assignments**
- IV. Review and Approval of the Minutes of October 17, 2022 Regular Board Meeting**
- V. Approval of Treasurer's Report**
- VI. Period of Public Expression**
- VII. Director's Report**
- VIII. President's Remarks**
- IX. Committee Reports**
- X. Old Business**
- XI. New Business**
 - A. Approval of the 2022 – 2025 Long Range Plan
 - B. Review 2023 Landscaping Contract
 - C. Review Heartland Time Proposal
 - D. Review & approve SCLS 2023 Budget
 - E. Elect candidate to serve on SCLS Board
 - F. Staff appointments
- XII. Adjournment**

Next Meeting – December 12, 2022

MATTITUCK-LAUREL LIBRARY
APPROVED MINUTES OF THE REGULAR MONTHLY MEETING

November 14, 2022

Present: Derek McLean, President; Nick Timpone, Vice-President; Katie O'Rourke, Secretary; Colleen Grattan-Arnoff, Trustee; Peter Kren, Trustee; Mary Sanchez, Trustee; Jim Underwood, Trustee Elect; Shauna Scholl, Director

Absent: Karenann Volinski, Treasurer

Derek called the meeting to order at 6:00PM.

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

II. Thank you Derek / Welcome to Jim Shauna and the Board thanked Derek for his service on the Board of Trustees and welcomed Jim to the Board.

III. Election of Officers and Committee Assignments Nick nominated Jim for President, seconded by Katie; Jim nominated Nick for Vice President, seconded by Colleen; Nick nominated Katie for Secretary, seconded by Colleen; Jim nominated Karenann for Treasurer, seconded by Nick, and approved.

2023 Committee Assignments:

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

IV. Review and Approval of the Minutes of October 17, 2022 Regular Board Meeting Motion to approve made by Colleen; seconded by Mary and approved.

V. Approval of Treasurer's Report Jim presented the warrants for the month of October, 2022. They are as follows:

OPERATING ACCOUNT	\$90,768.22
CULTURAL ACTIVITIES FUND	94.99
MONEY MARKET ACCOUNT	.00
BUILDING FUND SAVINGS	.00
BUILDING FUND CHECKING	14,413.00

No donations more than \$1,000.00 were received in October, 2022.

Motion to approve made by Mary; seconded by Peter and approved.

VI. Period of Public Expression Attendee: Melissa Vermey

VII. Director's Report Shauna prepared a written report. Shauna shared that the candidate that had accepted the P/T youth and parenting services clerk position could not take the job. Shauna shared an article on censorship challenges across the country with the Board. She forwarded a copy of our library's collection development policy to the Office of Intellectual Freedom for review. Jim asked Shauna who was available on Saturday, November 5, 2022 when SoutholdVOICE utilized our meeting room for an information session about new legislation. 55 people were in attendance. Shauna said that Marissa Timm was available to assist with the set up for this program. Shauna spoke about her first conference as director. She attended NYLA along with 800 colleagues. Highlights included women in leadership panel, administration geared talks, and hearing author Laurie Halse Anderson speak on combating censorship. Peter made a motion to accept the Director's Report, seconded by Colleen and approved.

VIII. President's Remarks Jim remarked that it's great to be back.

IX. Committee Reports None

X. Old Business None

XI. New Business

- A. Review of 2021 Financial Statements & 990** Recommendations from Covati & Janhsen CPAs are forthcoming. The 990 is to be filed on November 15, 2022. Motion to approve made by Peter; seconded by Colleen and approved.
- B. Approval of the 2022 – 2025 Long Range Plan** Board discussed updating the mission statement and a more comprehensive review of the long-range plan in the future. Motion to approve made by Colleen; seconded by Nick and approved.
- C. Review 2023 Landscaping Contract** There will be a separate contract for snow removal, same amount as 2022. Motion to approve made by Nick; seconded by Peter and approved.
- D. Review Heartland Time Proposal** Adding time and attendance to payroll to tighten up existing paper time sheet practice. Staff calling in sick will continue to notify their department head or Shauna. Motion to approve made by Mary; seconded by Nick and approved.
- E. Review & approve SCLS 2023 Budget** Motion to approve made by Mary; seconded by Nick and approved.
- F. Elect candidate to serve on SCLS Board** Motion to approve Susan Bergmann made by Mary; seconded by Nick and approved. Jim will complete Ballot paperwork.
- G. Staff Appointments** Chloe Janis as F/T Technology Librarian Trainee Motion to approve made by Katie; seconded by Colleen and approved.

Discussion ensued about Seline, our library's social worker, she has been meeting with patrons and is also working alongside Sara and Shauna and a local girl scouts' troop to organize an outdoor food pantry for our library. Location TBD.

XII. Adjournment The meeting was adjourned at 6:53PM. Motion by Nick; seconded by Mary and adjourned.

The next regularly scheduled meeting will be held on Monday, December 12, 2022.

Respectfully submitted,

Katie O'Rourke