

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

MEETING DATE: Monday November 18, 2019

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 Colleen/Welcome Derek**
- IV. Review and Approval of the Minutes of October 21, 2019 Regular Monthly Meeting**
- V. Election of Officers/Committee Assignments**
- VI. Treasurer's Report**
- VII. Friends of the Library Report**
- VIII. Period of Public Expression**
- IX. Director's Report**
- X. President's Remarks**
- XI. Committee Reports**
 - A. Personnel and Policy Committee
- XII. Old Business**
 - A. Parking Lot
- XIII. New Business**
 - A. Director’s Evaluation
 - B. SCLS Trustee Ballot
 - C. SCLS 2020 Budget Ballot
 - C. Approval of 2018 Financial Audit
 - D. Set Monthly Meeting Date
- XIV. Adjournment**

MATTITUCK-LAUREL LIBRARY

APPROVED MINUTES OF THE REGULAR MONTHLY MEETING

NOVEMBER 18, 2019

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

Absent: None

Jim called the meeting to order at 6:02 p.m. All in attendance recited the Pledge of Allegiance.

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

II. Other Business

A. Executive Session - Director's Annual Performance Evaluation Meeting moved into Executive Session at 6:04 p.m. to discuss the director's annual performance evaluation. Regular meeting reconvened at 6:25 p.m.

III . Thank You to Colleen/Welcome Derek Jim and Jeff thanked Colleen for her years of service on the board. They welcomed returning trustee Katie O'Rourke and newly elected trustee Derek McLean.

IV. Review and Approval of the Minutes of the October 21, 2019 Regular Monthly Meeting Motion to approve by Fred; seconded by Katie and approved.

V. Election of Officers/Committee Assignments

Jean nominated Katie for **Secretary**; Nick nominated Jim for **President**; Fred nominated Nick for **Vice President**; Jean nominated Fred for **Treasurer**. All nominations accepted and approved.

Committee assignments: **Personnel/Policy:** Jean, Katie, Nick; **Budget & Finance:** Fred, Derek, Peter; **Building & Grounds:** Nick, Fred, Peter; **Long Range Planning:** Jean, Fred, Peter

VI. Treasurer's Report Fred presented the warrants for the month of October, 2019:

OPERATING ACCOUNT:	\$100,640.78
CULTURAL ACTIVITIES FUND:	5,190.44
MONEY MARKET ACCOUNT	.00
BUILDING FUND CHECKING	23,606.75
BUILDING FUND SAVINGS	.00

DONATIONS IN EXCESS OF \$1,000.00 - NONE

Derek made the motion to approve the Treasurer's Report; seconded by Nick and approved.

VII. Friends of the Library Report Jeff reported that the Friends are meeting next on Tuesday, November 19, 2019. They are now selling raffle tickets to benefit their scholarship fund. They are planning a bus trip to an orchid show in NYC in the spring of 2020.

VIII. Period of Public Expression None

IX. Director's Report Jeff added the following information to his written report. New shelving has been ordered for the office closet in the children's room to make it more functional. There will be a staff meeting on Thursday November 21, 2019. College students Lily Perez and Drew Hahn will be working during their winter breaks. Nick noted that he has information concerning home schooling to share with appropriate staff members.

X. President's Remarks None

XI. Committee Reports

A. Personnel/Policy Committee The committee met with Jeff and an employee under the new grievance procedure. The grievance procedure is closed and the matter will be re-visited in 6 months.

XII. Old Business

A. Parking Lot The site plan for the parking lot project is ready to send to the Southold Town Planning Dept. once it has been notarized. The Town does not need to see final plans for the proposed "green space" in this particular application. The Building & Grounds committee will meet to work on plans for the "green space."

XIII. New Business

A. Director's Evaluation Jim provided Jeff with a copy of the evaluation for his review. Jeff will contact Jim if he has questions and/or concerns prior to the December board meeting.

B. SCLS Trustee Ballot Jeff noted that Scott Verity is not seeking another term. Susan Bergmann is running to represent the zone for the 2020-2022 term. Motion to cast ballot made by Jean; seconded by Peter and passed.

C. SCLS 2020 Budget Ballot Jeff recommended that the board approve the 2020 SCLS budget; increase to the M-L Library is approximately \$107. Motion to approve by Peter; seconded by Derek and approved.

D. Approval of the 2018 Financial Audit Members had been provided with a copy at last month's meeting for their review. Fred asked if the recommendations had been implemented. Jeff replied that they have been implemented except for the capitalization policy. He has asked the auditors to furnish a sample of a capitalization policy for the board's review.

E. Set Monthly Meeting Date The next regular scheduled monthly meeting will be held on Monday, December 9, 2019.

XIV. Adjournment The meeting was adjourned at 7:16 p.m. Motion by Katie; seconded by Fred and adjourned.

Respectfully submitted,

A handwritten signature in cursive script that reads "Katie O'Rourke".

Katie O'Rourke

Secretary