

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

**MEETING DATE: Monday November 19, 2018**

**MEETING TIME: 6:00 PM**

- I. Approval of the Agenda**
- II. Thank you to Scott/Welcome Jean**
- III. Review and Approval of the Minutes of October 15, 2018 Regular Monthly Meeting**
- IV. Election of Officers/Committee Assignments**
- V. Treasurer's Report**
- VI. Friends of the Library Report**
- VII. Period of Public Expression**
- VIII. Director's Report**
- IX. President's Remarks**
- X. Committee Reports**
  - A. Building and Grounds
- XI. Old Business**
  - A. Parking Lot
  - B. "No Stopping Anytime" signage west of driveway
  - C. Flooring on lower level
- XII. New Business**
  - A. Regular Monthly Meeting Date – December 10, 2018
  - B. New Staff Appointments
- XIII. Adjournment**

MATTITUCK-LAUREL LIBRARY

APPROVED MINUTES OF THE REGULAR MONTHLY MEETING

NOVEMBER 19, 2018

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

**Absent:** None

Scott called the meeting to order at 5:58 p.m.

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

The board moved into Executive Session at 6: 05 p.m. and reconvened the regular meeting at 6:10 p.m.

**II. Thank you to Scott/Welcome Jean** Jeff and board members thanked Scott for his 6 years of service. Scott welcomed Jean to the board.

**III. Review and Approval of the Minutes of the October 15, 2018 Regular Monthly Meeting** Motion to approve by Colleen; seconded by Katie and approved.

**IV. Election of Officers/Committee Assignments** The new slate of officers elected for 2019 is as follows:

**President** - Jim Underwood; **Vice President**, Nick Timpone; **Secretary**, Colleen Grattan-Arnoff; **Treasurer**, Fred Cohen.

Committee Assignments for 2019 are as follows:

**Personnel/Policy:** Nick, Colleen, Jean

**Budget/Finance:** Fred, Peter

**Building & Grounds:** Fred, Katie

**Long Range Planning:** Fred, Peter

**V. Treasurer's Report** Fred presented the warrants for the month of October, 2018:

OPERATING ACCOUNT	\$110,234.09
CULTURAL ACTIVITIES FUND	5,773.23
MONEY MARKET ACCOUNT	.00
BUIILDING FUND CHECKING	.00
BUILDING FUND SAVINGS	.00

DONATIONS OF \$1,000 OR MORE RECEIVED IN OCTOBER: \$1,000 from the Friends of the Mattituck-Laurel Library (towards purchase of fish tank).

Peter made the motion to approve the Treasurer's Report; seconded by Katie and approved.

**VI. Friends of the Library Report** Jeff noted that the Friends will meet tomorrow. Their annual fundraiser is underway. Their Holiday luncheon will be held on Tuesday, December 18.

**VII. Period of Public Expression** None

**VIII. Director's Report** Discussion ensued concerning the apparent theft of a piece of artwork from the gallery last month. Jeff noted that more security measures have been added. The agreement the artists sign has been reviewed by the library's lawyer and a draft of a revised agreement will be presented to the policy committee.

**IX. President's Remarks** Jim said, "I hope I can fill Scott's shoes."

**X. Committee Reports**

**A. Building and Grounds** The committee met to review proposals for replacement flooring on the lower level. Members agreed to move forward on the estimate from Well Floor U in Hampton Bays for LVT flooring at a cost of approximately \$20,000. Project to be completed mid-December with funds from the 2018 Operating Budget. Motion to approve made by Peter; seconded by Colleen and passed.

**XI. Old Business**

**A. Parking Lot** Discussion ensued concerning the various plans submitted by Beatty, Harvey & Coco. Jeff had asked architect Christopher Sepp if he could produce plans for a scaled-down project costing \$650,000 and Sepp said he could work with this budget. Discussion ensued concerning adding additional space for public use in the building and parking requirements. Peter produced a design suggestion combining two of Sepp's prior plans. Discussion ensued concerning incorporating the green space with the idea to get donors and do fundraising. Members discussed financing options and holding the line on budget increases for the next two years. Nick suggested a plan incorporating 60 spots, angled parking and widening the driveway entrance. The board requested that Jeff contact a local architect for an additional estimate and plans.

**B. "No Stopping Anytime" Signage West of Driveway** Matter is being studied and considered by Southold Town.

**C. Flooring on Lower Level** See Committee Report above.

**XII. New Business**

**A. Regular Monthly Meeting Date - December 10, 2018** The next regular monthly meeting will be held on Monday, December 10, 2018.

**B. New Staff Appointments** Jeff requested the board to appoint the following part time staff members he has recently hired: Kaitlin Ketcham, Maria Bua, Lauren Brigham. Motion to approve by Peter; seconded by Fred and passed.

**Additional New Business - Director's Evaluation** Jim provided Jeff with the compilation of the director's evaluation forms. Jeff can respond at the December meeting.

**XIII. Adjournment** The meeting was adjourned at 7:10 p.m. Motion by Katie; seconded by Colleen and passed.

Respectfully submitted,

Colleen Grattan-Arnoff

Secretary