

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

MEETING DATE: Monday December 9, 2019

MEETING TIME: 6:00 PM

- I. Approval of the Agenda**
- II. Other Business**
 - A. Executive Session – Director’s Performance Review/Contract
- III. Review and Approval of the Minutes of November 18, 2019 Regular Monthly Meeting**
- IV. Treasurer's Report**
- V. Friends of the Library Report**
- VI. Period of Public Expression**
- VII. Director's Report**
- VIII. President's Remarks**
- IX. Committee Reports**
 - A. Building and Grounds Committee
- X. Old Business**
 - A. Parking Lot
- XI. New Business**
 - A. Set Monthly Meeting Date
- XII. Adjournment**

MATTITUCK-LAUREL LIBRARY

APPROVED MINUTES OF THE REGULAR MONTHLY MEETING

DECEMBER 9, 2019

Present: Jim Underwood, President; Nick Timpone, Vice President; Katie O'Rourke, Secretary; Fred Cohen, Treasurer; Peter Kren, Trustee; Jean Mahoney, Trustee; Jeffrey Walden, Director

Absent: Derek McLean, Trustee

Jim called the meeting to order at 6:04 p.m. All in attendance recited the Pledge of Allegiance.

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

II. Other Business

A. Executive Session - Director's Performance Review/Contract Meeting adjourned for Executive Session at 6:05 p.m. Regular meeting re-opened at 7:04 p.m.

III. Review and Approval of the Minutes of the November 18, 2019 Regular Monthly Meeting Jean noted that there was a punctuation error in the **Friends of the Library Report** (double period). Motion to approve amended minutes by Peter; seconded by Nick and approved.

IV. Treasurer's Report Fred presented the warrants for the month of November, 2019:

OPERATING ACCOUNT	\$91,964.11
CULTURAL ACTIVITIES FUND	5,168.87
MONEY MARKET ACCOUNT	4,946.00
BUILDING FUND CHECKING ACCOUNT	750.00
BUILDING FUND SAVINGS ACCOUNT	.00

DONATIONS RECEIVED IN EXCESS OF \$1,000.00 - NONE

V. Friends of the Library Report Jeff invited members to the Friends' annual Holiday luncheon on Tuesday, December 17, 2019, at 11:30 a.m. The Friends are planning a bus trip to an orchid show in the spring. After the December meeting, they will not meet until spring. The Friends purchase gifts for the staff every year.

VI. Period of Public Expression None

VII. Director's Report Jeff added the following information to his written report. In an unusual move, 2020 Empire health insurance premiums have gone down. The heating coil in the air handler has been

replaced. There was a staff Holiday party on Friday, December 6, 2019 at East On Main restaurant. 55 people attended the Alexander Wu concert on Sunday, December 8, 2019.

VIII. President's Remarks None

IX. Committee Reports

A. Building and Grounds Committee The committee met last week to discuss getting RFPs for a building project. Jeff has discussed the matter with local architect Vincent Benic who did the Southold Library project. The board directed Jeff to get two additional "interviews for architects" besides Beatty Harvey Coco who has already submitted information. The committee also discussed the possibility of replacing the roof on the front of the building and installing lights at the end of the driveway. Jeff and Mike are working on getting solar lights to be placed on posts to mark the entrance.

X. Old Business

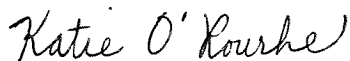
A. Parking Lot Plans were submitted on Friday, December 6, 2019 to the Town. Our project will be on the agenda for the Planning Board work session this week and on the agenda for the Planning Board in January. Construction documents are almost complete according to the architect. Discussion ensued concerning access to the building while the project is going on and informing the public about the project.

XI. New Business Driveway entrance lights as discussed above (Building and Grounds Committee). Peter inquired if there has been any word on the "No Parking" signs on the Main Road. There is no news.

A. Set Monthly Meeting Date The next regular scheduled monthly meeting will be held on Monday, January 13, 2020.

XII. Adjournment The meeting was adjourned at 7:24 p.m. Motion by Peter; seconded by Jean and adjourned.

Respectfully submitted,



Katie O'Rourke

Secretary