

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

MEETING DATE: Monday December 12, 2022

MEETING TIME: 6:00 PM

- I. Approval of the Agenda**
- II. Review and Approval of the Minutes of November 14, 2022 Regular Board Meeting**
- III. Approval of Treasurer's Report**
- IV. Period of Public Expression**
- V. Director's Report**
- VI. President's Remarks**
- VII. Committee Reports**
- VIII. Old Business**
- IX. New Business**
 - A. Approval – Collection Development Policy revisions
 - B. Branding / Website Proposal
 - C. Staff appointments
 - D. Equipment Removal Request
 - E. Discussion – Christmas & New Year's "Observed" Closures
- X. Adjournment**

Next Meeting – January 9, 2023

MATTITUCK-LAUREL LIBRARY
APPROVED MINUTES OF THE REGULAR MONTHLY MEETING

December 12, 2022

Present: Jim Underwood, President; Katie O'Rourke, Secretary; Colleen Grattan-Arnoff, Trustee; Mary Sanchez, Trustee; Shauna Scholl, Director

Absent: Nick Timpone, Vice-President; Karenann Volinski, Treasurer; Peter Kren, Trustee

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

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

II. Review and Approval of the Minutes of November 14, 2022 Regular Board Meeting Motion to approve made by Mary; seconded by Colleen and approved.

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

OPERATING ACCOUNT	\$102,263.25
CULTURAL ACTIVITIES FUND	1,440.00
MONEY MARKET ACCOUNT	.00
BUILDING FUND SAVINGS	.00
BUILDING FUND CHECKING	9,217.50

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

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

IV. Period of Public Expression Attendees: Pat Arslanian, Melissa Vermey, Bev Wowak

Pat inquired about the use of a time clock. Shauna shared that libraries on both the North and South Forks are moving toward this type of time management system, if not already in use. The cost is reasonable, and the system is beneficial for financial controls. Bev discussed a payroll withholding issue. Shauna is working with a payroll specialist at Heartland to fix the problem in a timely and fair manner.

V. Director's Report Shauna prepared a written report. She continues to work on updating the staff handbook. She has been utilizing online resources to assist with this task. She informed the trustees that beginning January 2023 we will be required to attend two hours per year of training. She will reach out to Kevin Verbesey to set up our training. Shauna shared a complimentary letter Jerry received from the daughter of a 92-year-old woman who attends his lectures, it was a lovely note of praise. Jim asked Shauna about the Friends of the Library. While the Friends membership is strong, involvement is low. Discussion ensued about how to increase involvement. Perhaps tap empty nesters or change the meeting times so more may be available to participate. Shauna is working with Dorothy Baumann on a message to send out to current Friends to try to boost interest. Colleen made a motion to accept the Director's Report, seconded by Mary and approved.

VI. President's Remarks Jim shared that he would like to make the lower-level community room more appealing. Jim would like to look at reconfiguring this space. He suggested holding smaller group meetings upstairs.

VII. Committee Reports none

VIII. Old Business none

IX. New Business

- A. Approval – Collection Development Policy revisions** Motion to approve made by Katie; seconded by Mary and approved.
- B. Branding / Website Proposal** Jim was not ready to approve the proposal for branding and website update, tabled. Shauna will get two additional estimates for this project.
- C. Staff Appointments** Rosemary Stiansen has accepted the position of P/T Clerk. Motion to approve her appointment made by Katie; seconded by Colleen and approved.
- D. Equipment Removal Request** Motion to approve request made by Mary; seconded by Colleen and approved.
- E. Discussion – Christmas & New Year's "Observed" Closures** The library will remain closed on Monday, December 26, 2022 - Christmas Day Observed *and* Monday, January 2, 2023 - New Year's Day Observed. Motion to approve made by Colleen; seconded by Katie and approved.

X. Adjournment The meeting adjourned at 6:47PM. Motion by Mary; seconded by Colleen and adjourned. The next regularly scheduled meeting will be held on Monday, January 9, 2022.

Respectfully submitted,

Katie O'Rourke