

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

MEETING DATE: Monday December 13, 2021

MEETING TIME: 6:00 PM

- I. Approval of the Agenda**
- II. Review and Approval of the Minutes of November 8, 2021 Regular Board Meeting**
- III. Approval of Treasurer's Report**
- IV. Period of Public Expression**
- V. Executive Session**
- VI. Director's Report**
- VII. President's Remarks**
- VIII. Committee Reports**
 - A. Personnel/Policy
- IX. Old Business**
- X. New Business**
 - A. Close Library on Sunday December 26
 - B. Decide on payroll vendor starting January 1
 - C. Staff raises for 2022
- XI. Adjournment**

Next Meeting – January 10, 2022

MATTITUCK-LAUREL LIBRARY

APPROVED MINUTES OF THE REGULAR MONTHLY MEETING

DECEMBER 13, 2021

Present: Derek McLean, President; Katie O'Rourke, Secretary; Colleen Grattan-Arnoff, Trustee; Peter Kren, Trustee; Mary Sanchez, Trustee; Shauna Scholl

Absent: Nick Timpone, Vice President; Karenann Volinski, Treasurer; Jeffrey Walden, Director

Derek called the meeting to order at 6:11 p.m.

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

II. Review and Approval of the Minutes of the November 8, 2021 Regular Monthly Meeting Motion to approve made by Colleen; seconded by Katie and approved.

III. Approval of the Treasurer's Report The warrants for the month of November are as follows:

OPERATING ACCOUNT	\$109,082.65
CULTURAL ACTIVITIES FUND	1,368.44
MONEY MARKET ACCOUNT	1,694.85
BUILDNG FUND SAVINGS	.00
BUILDING FUND CHECKING	900.98

No donations in excess of \$1,000.00 were received in November, 2021.

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

IV. Period of Public Expression Jim Underwood wished Derek well in his new position as President of the Board of Trustees.

V. Executive Session The board moved into executive session to discuss personnel matters at 6:14 p.m. The regular meeting resumed at 6:57 p.m. Derek stated that the board appointed Shauna Scholl as Assistant Director and as Interim Director in Jeff's absence. Shauna accepted the positions of Interim Director and Assistant Director. She will be responsible for running the day to day operation of the library in Jeff's absence and will receive additional compensation during that time.

VI. Director's Report Jeff prepared a written report (attached here). Derek stated that he is waiting for additional estimates for the landscaping/mowing contract, moving the shed again, and installation of additional security cameras in the parking lot.

VII. President's Remarks Derek thanked Jim Underwood for his support.

VIII. Committee Reports

A. Personnel/Policy The committee met via Zoom on December 9, 2021. Several matters are awaiting further information from the director. Derek asked Shauna if she could post a staff directory with phone extensions on the webpage.

Discussion ensued concerning the proposed Purchasing Policy. Jeff had provided committee members with a "boiler plate" policy from SCLS. Members agreed to amend the policy as follows:

The director will have a purchasing limit up to \$2,500.00 without board approval.

For purchases of \$3,000.00 or more, the director will submit three estimates to the board for review .

For purchases/work done by an existing or prior vendor, the limit is \$2,500.00 or obtain board approval rather than getting three estimates.

For emergency situations, the limit is \$10,000 without board approval.

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

Derek noted that Sara Colichio is the library's new EAP coordinator.

IX. Old Business None

X. New Business

A. Close library on Sunday, December 26, 2021 Motion made by Colleen; seconded by Katie. Derek noted that employees will not be paid.

B. Decide on Payroll Vendor Starting January 1, 2022 Members agreed to accept the payroll processing proposal from Heartland. Motion made by Peter; seconded by Colleen and approved.

C. Staff Raises for 2022 Tabled.

XI. Adjournment The meeting was adjourned at 7:37 p.m. Motion by Peter; seconded by Colleen and adjourned.

The next regularly scheduled meeting will be held on Monday, January 10, 2022;

Respectfully submitted,

Katie O'Rourke

Secretary