

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

MEETING DATE: Monday December 14, 2020

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 9, 2020 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
 - B. Budget Committee
 - C. Personnel and Policy Committee
- X. Old Business**
 - A. Parking Lot
- XI. New Business**
 - A. Approval of COVID-19 Cluster Plan
 - B. Approval of changes to Sick Leave Policy
 - C. Approval of changes to Retirement Plan Policy
 - D. Set Monthly Meeting Date – January 11, 2021
- XII. Adjournment**

MATTITUCK-LAUREL LIBRARY

APPROVED MINUTES OF THE REGULAR MONTHLY MEETING

DECEMBER 14, 2020

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

Absent: None

Note: The meeting was held via the Zoom app.

Jim called the meeting to order at 6:04 p.m.

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

II. Other Business

A. Executive Session - Director's Performance Review/Contract The board moved into Executive Session at 6:05 p.m. The regular meeting resumed at 6:39 p.m.

III. Review and Approval of the Minutes of the November 9, 2020 Regular Monthly Meeting Motion to approve by Colleen; seconded by Jean and approved.

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

OPERATING ACCOUNT	\$114,305.41
CULTURAL ACTIVITIES FUND	245.08
MONEY MARKET ACCOUNT	.00
BUILDING FUND CHECKING	.00
BUILDING FUND SAVINGS	.00

No donations in excess of \$1,000 received in November, 2020.

Motion to approve by Colleen; seconded by Jean and approved.

V. Friends of the Library Report None

VI. Period of Public Expression None

VII. Director's Report Jeff added the following information to his written report. He hired Pamela Kaminsky to work part time at the circulation desk. Shauna will begin training Pam tomorrow, December 15, 2020. Lobby pick up of library materials, virtual programming and posting events on You

Tube have become very popular with our patrons and will be a permanent part of library services going forward. Jeff obtained two photographs of turn-of-the-century Love Lane and is in the process of acquiring more for the library's local history collection. A patron complimented the library for our COVID-19 practices and protocols.

VIII. President's Remarks None

IX. Committee Reports

A. Building and Grounds The committee met and made a final decision concerning the automatic doors. The doors have been ordered and have an approximate 10-week delivery time. Jeff is obtaining estimates from a local contractor(s) to prep the doorways for installation.

B. Budget The committee met to review changes for the 2021 budget. Items include adding \$9,000 to the e-books line and adding an employee to the health insurance. Jeff will present a finalized budget for approval at the January 11, 2021 meeting.

C. Personnel/Policy Committee The committee met to discuss items as noted under **New Business**.

X. Old Business

A. Parking Lot The architect is working on finalizing the bid documents. Jeff will follow up this week.

XI. New Business

A. Approval of COVID-19 Cluster Plan Attached here. Motion to approve by Jean; seconded by Katie and approved.

B. Approval of Changes to Sick Leave Policy Policy attached here (to comply with NYS law effective January 1, 2021) Motion to approve made by Colleen; seconded by Nick and approved.

C. Approval of Changes to Retirement Plan Policy Policy attached here. The library's contribution will be raised from 5% to 7% of the employee's gross income each pay period. Employees are eligible to participate after 1 year on the job and if they work 1,000 hours per year. Motion to approve made by Jean; seconded by Katie and approved.

Discussion ensued about in-house maintenance of the library's webpage.

D. Set Monthly Meeting Date - January 11, 2021 The next regular monthly meeting is scheduled for Monday, January 11, 2021.

XII. Adjournment The meeting was adjourned at 7:09 p.m. Motion made by Peter; seconded by Colleen and adjourned.