

**MATTITUCK-LAUREL LIBRARY**  
**DRAFT MINUTES OF THE REGULAR MONTHLY MEETING**  
May 13, 2024

**Present**

Jim Underwood, President  
Nick Timpone, Vice-President  
Katie O'Rourke, Secretary  
Colleen Grattan-Arnoff, Trustee  
Peter Kren, Trustee  
Mary Sanchez, Trustee  
Shauna Scholl, Director

**Absent with Excuse**

Karenann Volinski, Treasurer

**I. Call To Order/II. Pledge of Allegiance**

Jim called the meeting to order at 6PM, with a quorum present.

**III. Approval of the Agenda**

The agenda was adopted.  
(Peter, Mary; unanimous (6-0))

**IV. Review and Approval of the Minutes of April 8, 2024 Regular Board Meeting**

The minutes of the meetings held April 8, 2024 were approved.  
(Nick, Colleen; unanimous (6-0))

**V. Period of Public Expression**

A community member spoke to agenda items.

**VI. Approval of Treasurer's Report**

Warrants

Colleen reviewed the warrants with the Board.  
The Board approved payment of the following APRIL warrant:

OPERATING ACCOUNT

\$110,627.67

CULTURAL ACTIVITIES FUND

4,290.98

MONEY MARKET ACCOUNT

.00

BUILDING FUND SAVINGS

.00

BUILDING FUND CHECKING

.00

Donations in excess of \$1,000  
none  
(Mary, Peter; unanimous (6-0))

### **VII. Director's Report**

The Director's report was presented in written format. The Board reviewed the director's report with interest. The Director's Report was approved.  
(Nick, Colleen; unanimous (6-0))

Shauna shared that she is interviewing for an open circulation position. She informed the board that paid sick leave for covid illnesses is expected to expire in July of 2025. Shauna is now including a new statistical breakdown titled *Monthly Impact* in the monthly packet. This will provide a clear picture of what is happening at the library. The Board was given and email addresses, which is posted to the webpage. New mesh folding chairs and a Square register will be purchased. The Square register is helpful because so many people do not carry cash. This new system allows patrons to use a credit card to pay for copies, faxes, etc. Shauna showed us a new outdoor sign donated by Ryan's Team. The 988 sign includes a phone/text crisis number to assist those seeking help. Finally, Shauna reviewed the cautionary tax cap override resolution with the Board. Due to the Library's fiscal year being a calendar year the community growth factor from the Office of the State Comptroller is not yet available to calculate the tax levy. The cautionary override allows the Board to adopt a budget with incomplete information to calculate the tax levy while meeting requirements for the tax cap law.

**VIII. President's Remarks** Jim began by welcoming Kevin Verbese from the Suffolk County Library System. Kevin conducted trustee training after the board meeting adjourned. Jim shared that the Health Fair took place on April 20, 2024 and it was a huge success. He expressed his gratitude to the library staff, Friends representatives, Ella, and the community supporters. Jim also announced that the social worker's last day is soon approaching. The caregiver's support group she ran will continue to meet with a volunteer from the Alzheimer's Association.

### **IX. Committee Reports**

*A. Building /Grounds & Long-Range Planning* The committee met with the architect and continues to discuss the interior building renovations and the installation of a shade system to protect the children who will be playing in the greenspace this summer as well as the patrons who will attend various summer events. Renderings of the interior updates are expected soon.

*B. Budget & Finance* The committee met to discuss the 2025 budget. The committee recommends staying within the tax cap and will need to pass a cautionary tax cap override resolution.

*C. Personnel & Policy* The committee discussed moving the period of public expression or adding a second period of public expression. Data collected from a survey of 29 responding libraries was considered during this discussion.

### **X. Old Business**

none

## **XI. New Business**

### *A. Precautionary tax cap resolution*

*Whereas, the adoption of the 2025 budget for the Mattituck-Laurel Library may require a tax levy increase that exceeds the tax cap imposed by state law as outlined in General Municipal Law Section 3-c adopted in 2011; and*

*Whereas, General Municipal Law Section 3-c expressly permits the library board to override the tax levy limit by a resolution approved by a vote of sixty percent of qualified board members; now therefore be it*

*Resolved, that the Board of Trustees of the Mattituck-Laurel Library voted and approved to exceed the tax levy limit for 2025 by at least the sixty percent of the board of trustees as required by state law on May 13, 2024.*

*Motion to approve Precautionary Tax Cap Resolution.  
(Peter, Nick; (6-0))*

### *B. Approval of 2025 Draft Budget*

*Motion to approve 2025 Draft Budget.  
(Mary, Peter; (6-0))*

### *C. Revise Policy: Public Participation at Board Meetings*

*Motion to approve Public Participation Policy.  
(Katie, Nick; (6-0))*

## **XII. Adjournment**

*Motion to adjourn at 6:20PM  
(Mary, Peter; unanimous (6-0))*

## **Dates of Future Board Meetings**

*Monday, June 10, 2024  
Monday, July 8, 2024  
Monday, August 12, 2024*

*Respectfully submitted,  
Katie O'Rourke  
Secretary*