

**MATTITUCK-LAUREL LIBRARY**  
**DRAFT MINUTES OF THE BUDGET INFORMATION MEETING**  
September 9, 2024

**Present**

Jim Underwood, President  
Mary Sanchez, Vice President  
Colleen Grattan-Arnoff, Treasurer  
Katie O'Rourke, Secretary  
John Carter, Trustee  
Shauna Scholl, Director

**Absent**

Peter Kren, Trustee  
Randi Tietel, Trustee

**Call To Order**

Jim called the meeting to order at 5:01PM, with a quorum present.

**I. Review of 2025 Budget**

The Budget Vote and Trustee Election will take place at the Library on *Tuesday, September 17th from 9AM – 7PM.*

The Board of Trustees presents a budget for 2025 of \$1,739,353. This includes a Tax Levy of \$1,718,603, an increase of \$2.77 per thousand of assessed valuation.

Jim reviewed the cautionary tax cap override. 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.

**II. Period of Public Expression**

Public comment was given by community members.

**III. Adjournment**

Motion to adjourn at 5:07PM  
(Mary, Colleen; (5-0))

**MATTITUCK-LAUREL LIBRARY**  
**DRAFT MINUTES OF THE REGULAR MONTHLY MEETING**  
September 9, 2024

**Present**

Jim Underwood, President  
Mary Sanchez, Vice President  
Colleen Grattan-Arnoff, Treasurer  
Katie O'Rourke, Secretary  
John Carter, Trustee  
Shauna Scholl, Director

**Absent**

Peter Kren, Trustee  
Randi Tietel, Trustee

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

Jim called the meeting to order at 6:01PM, with a quorum present.

**III. Approval of the Agenda**

The agenda was adopted.  
(John, Mary; unanimous (5-0))

**IV. Review and Approval of the Minutes of August 12, 2024 Regular Board Meeting**

The minutes of the meetings held August 12, 2024 were approved.  
(Mary, Colleen; unanimous (5-0))

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

Warrants

Colleen reviewed the warrants with the Board.

The Board approved payment of the following **AUGUST** warrant:

OPERATING ACCOUNT	\$140,400.57
CULTURAL ACTIVITIES FUND	4,904.20
MONEY MARKET ACCOUNT	.00
BUILDING FUND SAVINGS	.00
BUILDING FUND CHECKING	1,130.35

Donations in excess of \$1,000  
none  
(Katie, John; unanimous (5-0))

## **VI. Approval of the Personnel Report**

The Personnel report was presented in written format. The Board reviewed the personnel report with interest. The Personnel Report was approved.

(Mary, John; unanimous (5-0))

## **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.

(John, Mary; unanimous (5-0))

Shauna thanked Karen for a very successful end of summer celebration, 168 community members attended. Shauna thanked the full staff for a summer filled with fun programming and activities. The August 17th American Girl Doll program was a beautiful event, the author in attendance was excited to see all the work put into the program. Bill S8448 was signed by Governor Kathy Hochul on August 28, 2024 and the library is now eligible for DASNY financing perpetually. A new online catalog, Vega, will be available soon, staff are receiving training. This new system has an updated look and can incorporate multiple resources: books, DVDs, e-books, e-audiobooks, for an easier more convenient search. Shauna reached out to Senator Palumbo's office about the state's plans to move the existing crosswalk that is in front of the library to the corner by the church. John spoke about this issue stating that Shauna captured a very troubling moment and supported Shauna's letter to the regional director, Richard B. Causin, P. E. from the NYSDOT. Discussion ensued about continuing to reach out to town and state elected officials to ensure protections for pedestrians. Shauna plans to attend a retirement celebration for Fred Thiele, a New York State Assemblyman. Mr. Thiele served for nearly three decades, he was a strong advocate for public libraries. Bev's last day at the Mattituck-Laurel Library will be on September 12, 2024. Shauna congratulated Bev on her amazing 34 years of service. Everyone is looking forward to who were the murderers, Bev will reveal all tomorrow.

## **VIII. President's Remarks**

Jim shared that there will be a community meeting with the architect on Tuesday, October 1st, 2024 at 6:30PM. The architect will show designs and renderings, there will be a question-and-answer period. The next regular board meeting will be held on Monday, October 28, 2024 at 6PM. Jim thought the summer went quickly, he commended the staff for the great events that took place at the library.

## **IX. Committee Reports**

### *A. Building / Grounds & Long-Range Planning*

The building committee met on August 7th with the architect, a September meeting is scheduled. On Tuesday, October 1, 2024 from 6:30PM – 7:30PM the architect, design, and renderings will be shared. There will be an opportunity for Q&A at this event. A spring vote is planned.

## **X. Old Business**

none

## **XI. New Business**

### *A. NYLA Conference Attendance*

Motion to approve attendance at the NYLA Conference in Syracuse, NY on November 6th – November 9th, 2024  
(Katie, Colleen; (5-0))

### *B. Credit Cards for Department Heads*

Motion to approve two credit cards to our existing line of credit for department heads  
(John, Mary; (5-0))

### *C. Closure on 12/12 for Staff Development Day*

Motion to approve 12/12 closure for a staff development day  
(Mary, Katie; (5-0))

## **XII. Period of Public Expression**

Public comment was given by community members.

## **XIII. Adjournment**

Motion to adjourn at 6:44PM  
(John, Mary; unanimous (5-0))

## **Dates of Future Board Meetings**

Monday, October 28, 2024  
Monday, November 18, 2024  
Monday, December 9, 2024

Respectfully submitted,  
Katie O'Rourke  
Secretary