

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

Present

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

Absent

none

I. Call To Order/II. Pledge of Allegiance

Jim called the meeting to order at 6:02PM, with a quorum present.

Meeting was delayed, Shauna was handling an overflow in the staff restroom. The water was quickly turned off to avoid soaking the stacks. Shauna believes the issue to be a clog in the horseshoe shaped drainpipe, this has been addressed before. She reported that the cesspools aren't full, they were pumped out about a year ago. She apologized to the Board for the hold up.

III. Approval of the Agenda

The agenda was adopted.

(Colleen, Mary; unanimous (7-0))

IV. Review and Approval of the Minutes of November 18, 2024 Regular Board Meeting

The minutes of the meetings held November 18, 2024 were approved.

(Peter, Randi; unanimous (7-0))

V. Approval of Treasurer's Report

Warrants

Colleen reviewed the warrants with the Board.

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

OPERATING ACCOUNT	\$95,938.18
CULTURAL ACTIVITIES FUND	1,520.00
MONEY MARKET ACCOUNT	.00
BUILDING FUND SAVINGS	.00
BUILDING FUND CHECKING	.00

Donations in excess of \$1,000

Mattituck Community Fund \$2,476. 80 designated for Children and Teen Programs

(Mary, Peter; unanimous (7-0))

November payroll has four weeks.

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.

(Katie, Mary; unanimous (7-0))

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.

(Peter, John; unanimous (7-0))

There was potential for a tree to fall, so Shauna asked TFLC to come to remove a tree on the east side of the library. There will be a full staff development day on Thursday, December 12, 2024, the library will be closed. Mary Eisenstein will facilitate the workshop for staff. The day will include a holiday luncheon. On Tuesday, November 19, 2024 two Girl Scouts were celebrated for their Silver Award project at a reception at the library. There was a great turnout to recognize their achievements. Their art pieces are on display in the circulation area. Sharon has been collecting patron feedback to participate in a Suffolk County-wide marketing campaign leading up to Library Advocacy Day on February 5, 2025. Patrons are sharing why they love their library. There is a survey QR code in the e-newsletter to participate and share stories of positivity about the Mattituck-Laurel Library and the important role the library plays in your life. *All That Remains*, author talk with Steve Wick, an award-winning journalist, will take place on Thursday, January 23, 2025 at 5:30PM. The Cutchogue New Suffolk Free Library has published his book and has generously donated a copy to our library to circulate to our patrons. We will purchase a copy for our local history collection. The Southold Indian Museum has also donated a book which we will add to our local history collection.

VIII. President's Remarks

Shauna provided the Board with notes from her visit to NYLA from November 6 – November 9. Jim asked Shauna to share the biggest takeaway. Shauna attended *Mastering Construction: From Planning to Completion*. She noted: Spaces that we are seeing an increase in across the industry: tutoring and multifunctional. Our renovation project is tracking with the research that was done and what we are seeing in libraries across the country – this session was incredibly edifying.

Jim also inquired about the safety of Sara and Shauna moving furniture from the downstairs storage to the reference office. Our custodial staff are elderly and may not be able to manage this type of work. Discussion ensued concerning managing this kind of labor moving forward.

IX. Committee Reports

A. Building / Grounds & Long-Range Planning

The committee met on Monday, November 25th following the second Community Meeting Part II. Two Open Houses were planned, the first for Thursday, January 23, 2025 and the second for Wednesday, February 26, 2025. This format will allow for one-on-one conversations. The time for both events will be from 4PM – 6PM. These meetings will be publicized on the website.

The committee has a meeting with Father Michael Bartholomew, Pastor of Sacred Heart Parish tomorrow.

X. Old Business

none

XI. New Business

A. *Shade Sail Proposal*

Proposal from Mills was presented. At the request of the Board Shauna will get a third estimate for a shade sail for the greenspace. A decision will be made by spring.

XII. Period of Public Expression

none

XIII. Executive Session

Motion to move into Executive Session at 6:26PM.

(Peter, Colleen; unanimous (7-0))

Motion to resume Regular Meeting at 7:06PM.

(John, Randi; unanimous (7-0))

XIV. Adjournment

Motion to adjourn at 7:07PM

(Colleen, John; unanimous (7-0))

Dates of Future Board Meetings

Monday, January 13, 2025

Monday, February 10, 2025

Monday, March 10, 2025

Respectfully submitted,

Katie O'Rourke

Secretary