

Montauk Library
Regular Monthly Meeting of the Board of Trustees

May 24, 2016 7:00 PM

Unapproved minutes

Call to Order at 7:00 PM by JLycke.

Upcoming Meeting Schedule: Mondays at 7:00 PM -- June 20, July 18, August 15, September 19, October 17, November 21, December 19.

July organizational meeting – July 11 at 6:00 pm

In attendance: JLycke, LBostrom, JDonna, MLevine, CMarino,

Excused: BGrimes, LBarnes

Also present: DDiPaulo, SKrusch, FVassallo

- 1- Approval of February 19th meeting minutes (CMarino, JLycke; unanimous)
- 2- Corrections in March 22 and April 15th meeting minutes. April 15 amended to remove SKrusch. March 22 amended to include SKrusch. (CMarino, JLycke, unanimous)
- 3- Approval of Special Meeting minutes, March 30, 2016 (JLycke, MLevine, unanimous)

Treasurer's Report – Approved (JLycke, CMarino, unanimous)

Warrant Report - Approved (JLycke, MLevine, unanimous)

Special fund donors – Noted correction of name (John Zannos)

Public Expression: NONE

Correspondence: NONE

Friends Report: No fundraiser 6/18. Play cancelled. Yard sale for Friends at SKrusch's home Saturday 5/28/16. Italian food demo in June. Kayaking in June. Beatles historian in July. Fish guy in August. Friends to elect/re-elect their officers in August. July 4 Friends are fine-tuning last year's numbers. Friends met with East End Friends last week in Bridgehampton. Next meeting of Friends and East End Friends will be in September in Montauk. SKrusch to provide event posters for the yard sale and movie events. We need to get some new members into the book groups.

Committee Reports:

Buildings and Grounds

1. Furnace – engineers are trying to push building permit along with SED.
2. Proposal by FPM engineer to design a potential roofing/solar panel project. Fee \$2650.00 (JLycke, CMarino, unanimous)
3. Annual fire inspection coming up in August/September.

Finance and Budget: New accountant/auditor visited the Library to get to know the financials. He believes Library is not required to submit an IRS 990 Form. Pending written approval he requested from IRS. Appraiser coming in June for the GASB 45 appraisal. Inventory to be scheduled. General Ledgers to be reviewed.

Personnel:

1. Resignation of Steve Boerner effective end of May. Recommended to keep him on roster as substitute librarian. DDiPaolo to submit to Civil Service. (CMarino, MLevine, unanimous)
2. An archivist is needed for cataloging the archival room. Civil Service has a job title called *archivist*, but there is no list or test. Too much for a Librarian 1 or Librarian 2. Looking into local library schools, East Hampton Historical Society, local museums, for someone with archival skills to look into part-time availability of people.
3. Intern working on Saturdays is doing a great job. Here for 2 more Saturdays. She will write a letter of her experience which DDiPaolo will provide soon.
4. Brit Mansir is officially permanently approved as a Network Systems Specialist II.
5. Brian Pope, custodian, taking time off beginning May 31 for surgery. There will be a 4 – 6 week recovery period.
6. Proposal of Bereavement Policy for employees. (JLycke, JDonna, unanimous)
7. Offer some opportunities to qualified Network Technician to run some Wii, Minecraft, and coding classes, to enhance the program lineup. Up to 10 hours, as a substitute.

Policy and Procedure: Computer policy not on agenda at this time. Staying with existing policy for now to see the patterns of how much time people really spend with the computers.

Technology: New equipment (new surveillance cameras, Macbooks, etc.) is good. New front desk modifications (printer/copier moved) look great. Families and children love the slide show screen in the front of the library.

Development/Fundraising: The Ralph & Ricky Lauren Family Foundation donated their annual \$2,500 gift which went into the Special Fund and was spent on the dance floor. Parents in the Learn, Play, Grow program love the floor when it is taken up.

AdHoc Committees:

Art Advisory: no report

Archival: Archivist search

Citizen's Advisory: no report

Programming: Learn, Play, Grow is a huge hit. Jackie Bitonti is covering every single base increasing the children's program. Susan will continue with Tai Chi through the summer to see how it goes. There will be an informal parent/child workshop for the Learn Play Grow program during the summer called Stay & Play.

Director's Report

New Business

1. Library's legal services contract with current attorney up for renewal. Board is opting not to renew retainer. Denise will notify Bill Cullen. (CMarino, JLycke, unanimous)
2. Approval to renew HVAC maintenance annual service agreement with Weber & Grahn.
3. Bay Gas service call to check underground tank outside.

Motion to adjourn public meeting at 8:15pm for Executive Session (CMarino, LBostrom, unanimous)

Reopen public meeting at 8:41pm Motion (JDonna, LBostrom, unanimous)

4. Motion to eliminate Longevity Policy effective 7/1/2016. (JLycke, JDonna, unanimous)
5. Motion to modify Vacation Policy as currently stated in the Policy & Procedure manual to change the blackout period to July/August. Personal and vacation time must be taken in full day. (JLycke, LBostrom, unanimous)
6. Motion to approve increases in hourly rates/salary schedule for 2016-17 fiscal year. (JLycke, CMarino, unanimous).

Old Business:

Adjournment: 8:46 pm (JLycke, CMarino, unanimous)

Next meeting is scheduled for June 20, 2016 at 7:00 PM.

Respectfully submitted,

Fiorella Vassallo