

**Montauk Library**  
**Regular Monthly Meeting of the Board of Trustees**

April 16, 2018 7:00pm

*Unapproved minutes*

**Call to Order at 7:00 PM by JLycke**

In attendance: JLycke, LBarnds, LBostrom, BGrimes, PStein, MLevine

Excused: CTyler

Also present: DDiPaolo, SKrusch, FVassallo

Approval of the March 27, 2018 Board meeting minutes with the following correction: Book "Fair" on Saturday, March 31 is changed to "Sale". (LBarnds, MLevine, unanimous).

**Treasurer's Report** - LBarnds, BGrimes, unanimous

**Warrant Report** - LBarnds, BGrimes, unanimous

**Public Expression:** N/A

**Correspondence:** N/A

**Friends Report:** The Book Sale on March 31 made \$936. The Friends are going gung-ho with the raffles for July 4<sup>th</sup> weekend this year. There will be a Chinese Auction, not a Silent Auction. Raffle tickets will be \$5.00 each. The Friends are still open to ideas for the House Tour. Tickets will be sold all summer starting in June. Sally Krusch thanks the Board for involving her in the decision making process regarding the architect. The Board appreciates all the time, effort and ideas offered by Sally Krusch during the architectural interview process.

**Committee Reports:**

**Buildings and Grounds**

1. Motion to approve the architect John Tanzi's recommendation to award the Automatic Doors Replacement Project to Fidele Construction Inc. for the base bid of \$49,750. (JLycke, LBarnds, unanimous).
2. The Library received an extension on the construction grant by the State.
3. Motion to award the upcoming AIA Owners and Architect contract for the building renovation project to Ray Beeler. (LBostrom, MLevine, unanimous).
4. The Library is in the preliminary planning stages of renovation of the building.
5. The caulking project has been postponed due to inclement weather.
6. The layout of the building was reviewed by Lieutenant Clafkin from the East Hampton Police Department for security purposes. A draft of an emergency preparedness report was provided for the Library to customize.

**Finance and Budget:** Congratulations on a successful Budget Vote on April 10. Passed 83/3. Carter Tyler was elected to the Library Board of Trustees for a five-year

term with 75 votes. Motion to open an 18 month CD People's Bank with 2 % interest using \$10,000 of The Friends Special Fund. (MLevine, JLycke, unanimous).

### **Personnel**

1. The staff will be notified of the Library Clerk salary rate policy.
2. Passport training will begin on April 26.

**Policy and Procedure:** The engagement letter from the accountant Baldaseri & Coster was received for the audit process. The free AARP taxes this year has been completed with a total of 85 appointments. The new fitness schedule starts in May. A guided meditation class has been added. Beginning July 1, 2018 the hourly rate of Library Clerk will be capped at \$20.00 per hour. Those Library Clerks currently earning over \$20.00 per hour will be locked-in at their current rate. For promotional purposes, all Library Clerks are encouraged to pass the Suffolk County Civil Service Senior Library Clerk test, scheduled for fall 2018.

**Technology:** N/A

**Development/Fundraising:** \$936 was raised at the Book Sale on March 31.

### **AdHoc Committees:**

**Art Advisory:** N/A

**Archival:** N/A

**Citizen's Advisory:** The Town is receptive to parking in the main lot at Ditch Plains to be resident only. The dirt lot will not be paved, and any run off will be straightened. An RFP for a pilot program of self-contained tiny houses will be submitted for businesses to provide to their employees in 2019. A cry went out for the local people in the community in need of housing.

**Programming:** N/A

**Director's Report:** On April 26, the Library is hosting Passport Application Training. Five Library staff members have been selected for training. The Department of State conducts the training. Employees from the East Hampton, Shelter Island, Hampton Bays, Hampton, and Rogers Memorial libraries will also attend. Also on April 26, Denise DiPaolo will attend the Library Design Conference in Salt Lake City, UT. Denise will take passport application training at Westhampton Library two days prior.

**New Business:** The Library's Building Renovation Project is in the preliminary planning stages.

**Old Business:** The final version of the Planned Giving brochure is near completion.

**Adjournment:** at 8:07pm (JLycke, LBarnds, unanimous)

The next meeting is scheduled for May 14, 2018 at 7:00pm.

Respectfully submitted,

Fiorella Vassallo