

Montauk Library
Regular Monthly Meeting of the Board of Trustees
December 18, 2017 7:00 pm
Unapproved minutes

Call to Order at 7:01 pm by JLycke

In attendance: JLycke, MBostrom, MBarnds, BGrimes, MLevine

Absent: JDonna, PStein

Also present: DDiPaolo, SKrusch, FVassallo

Approval of November Board monthly meeting minutes (JLycke, MLevine, unanimous):

Treasurer's Report – (MLevine, BGrimes, unanimous)

Warrant Report - (MLevine, BGrimes, unanimous)

Public Expression: N/A

Correspondence: Thank you note from Valerie DiLorenzo who performed an educational cabaret about the Women's Suffrage movement in the Library in November. Delightful notes from patrons in the Suggestion Box. Thank you note from The Retreat for collecting items from the Great Give Back in October. Thank you note from the Food Pantry for collecting with Food for Fines.

Friends Report: The Friends Pot Luck is March 3. The tentative date for the house tour is June 9. Approximately \$1,800 was raised during the Friends Book Sale.

Committee Reports:

Buildings and Grounds

1. According to the Procurement Policy, an RFP would have to go out to other contractors in order to accept any energy conservation project from PSE&G. Will not pursue at this time.
2. Vote to retract motion to spend no more than \$5,500 for the phone system for now to review the cost estimates more closely. (JLycke, MLevine, unanimous).
3. A draft for a new RFP for architectural services is being reviewed. Timeline will be included; intended mail date mid-January.

Finance and Budget: Motion to amend the Finance Collateral Policy to sync with the contract with People's Bank. (LBostrom, BGrimes, unanimous) The Finance Committee will meet to discuss the upcoming Budget in January.

Personnel:

1. Motion to approve the Return to Work policy as noted in the Personnel Manual. (LBostrom, LBarnds, unanimous)

2. Motion to approve January 2018 salary recommendations. (BGrimes, MLevine, unanimous)

Policy and Procedure: The requirements for an executive session were reviewed. The Return to Work Policy will be included in the Personnel Manual.

Technology: N/A

Development/Fundraising: N/A

AdHoc Committees:

Art Advisory: N/A

Archival: N/A

Citizen's Advisory: N/A

Programming: The first ESL class on Thursday, December 14 was a tremendous success with 21 participants. Line Dancing with has been changed to 3pm on Fridays. Yoga with Tsuyumi has a great following.

Director's Report: The Toys for Tots, Food Pantry, Great Give Back and Food For Fines drives were all hugely successful. Passport services may be offered at the Library – requirements will be researched in February through the SCLS. Currently planning the 2018 spring review newsletter mailing.

New Business: The 2018-2019 operating budget is being drafted for Finance Committee review and subsequent approval at January Board meeting. As of January 1, 2018, new minimum wage is now \$11.00 per hour. The February Board meeting was changed from Monday 2/26 to Tuesday 2/20. The March meeting was changed from Monday 3/19 to Tuesday 3/27.

Old Business: Last month's motion to approve \$5,500 for a new phone system was retracted.

Adjournment: 8:03 pm (LBarnds, JLycke, unanimous)

Next meeting is scheduled for January 22, 2018 at 7:00 pm.

Respectfully submitted,

Fiorella Vassallo