

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

June 18, 2018 7:39 pm

*Unapproved minutes*

**Call to Order at 7:01 pm by JLycke**

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

Absent: CTyler, PStein, SKrusch

Also present: DDiPaolo, TVolz, FVassallo

Approval of the May 21, 2018 Board meeting minutes (LBarnds, LBostrom, unanimous)

**Treasurer's Report** – Bank Account Statements report now includes two new People Bank CD's. Motion to approve the Treasurer's Report. (MLevine, JLycke, unanimous)

**Warrant Report** – A check in the amount of \$25,000 was written from the Operating account to the Capital account. Motion to approve the Warrant Report. (MLevine, JLycke, unanimous)

**Public Expression:** N/A

**Correspondence:** Letter from Victor Canseco, of Sand Pebble Project Management, expressing thanks for the Library's time and appreciation during the selection process for Construction Manager although they did not receive board approval. Thank you note from ARF for the "Adopt Me" portraits of cats in honor of Adopt-a-Shelter-Cat Month on display in their lobby.

**Friends Report:** The Montauk Chamber of Commerce Board of Directors said no to the Little Library being placed on their property, so the Friends will go back to the area by the Post Office. The Friends are still plugging away on the House Tour and they will know in the next week whether it will work out or be cancelled. The Book Fair is in full force and will be Saturday, July 7.

**Committee Reports:**

**Buildings and Grounds**

1. The shop drawings for the Automatic Door Replacement project by Fidele Construction, Inc. will be submitted for review by Thursday, June 21. The approval process takes about 3 – 4 months. 12-14 wks from shop drawing approval ...fabrication of stainless steel doors and frames....1-2 wks installer's preparation of new doors with hardware and glazing takes 1 – 2 weeks, removal of existing doors is 1-2 days, installation is 1 week, miscellaneous repairs would be 3 – 5 days, and the punchlist is 2 – 4 days. The project may begin in September.
2. The Library is reviewing competitive propane prices. The Library's current distributor, Bay Gas, was recently acquired by Paraco and their cost has gone up to \$2.03 per gallon. Liberty Gas charges a municipality price of 50 cents per gallon wholesale, with a range of \$1.59 through \$1.69, and would waive their \$5.00 delivery fee. Suburban doesn't offer wholesale prices and their municipality price is \$1.89 per gallon. The Library will contact Quogue-Sinclair to compare their prices

with those of Liberty. With the approval of the Trustees, the switch will be made to the more competitively priced gas distributor effective in the beginning of July.

3. Ray Beeler will come to the Library on Wednesday, June 27 to talk with the staff and learn about their needs, daily operations, and to observe the flow of traffic in the building.

**Finance and Budget:** The audit is underway and Al Coster is ready to begin Wednesday, June 20. The new cash register capable of processing credit card transactions has been installed at the circulation desk and most of the staff has been trained. The cash register will also be used mostly for items for sale by the Friends. Motion for the de-accession of the old cash register (BGrimes, JLycke, unanimous)

**Personnel:**

1. William Wottowa, the new Network & Systems Technician, starts on the Monday, June 25.
2. Motion to approve some part time office work (not to exceed six hours) from home for Maura Feeney with Toggle software through the summer. (JLycke, MLevine, unanimous)

**Policy and Procedure:** N/A

**Technology:** N/A

**Development/Fundraising:** N/A

**AdHoc Committees:**

**Art Advisory:** N/A

**Archival:** N/A

**Citizen's Advisory:** N/A

**Programming:** The Lunchtime Coloring Club is on indefinite hiatus. The English Conversation for Spanish Speakers class is a big hit, with people predominantly in their 20's and 30's. The schedule for the Passport program is still being worked out.

**Director's Report:** The fire inspection June 18, two minor issues: light fixture in mezzanine and lower level automatic door open during operating hours, as this is an emergency exit.

**New Business:** N/A

**Old Business:** Letter from the Board to M. Caserta in acknowledgment and acceptance of her letter of resignation, wishing her the best in her retirement, and thanking her very much for all her years of service to the Library.

**Adjournment:** Motion to adjourn at 8:03 pm. (JLycke, MLevine, unanimous)

The next meeting is scheduled for July 16, 2018 at 7:00pm.

Respectfully submitted, Fiorella Vassallo