

Montauk Library
Regular Monthly Meeting of the Board of Trustees

May 21, 2018 7:39 pm

Unapproved minutes

Call to Order at 7:40 pm by JLycke

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

Absent: PStein

Also present: DDiPaolo, SKrusch, FVassallo

Approval of the April 18, 2018 Board meeting minutes. (MLevine, CTyler, unanimous).

Treasurer's Report – MLevine, JLycke, unanimous

Warrant Report – MLevine, JLycke, unanimous

Public Expression: N/A

Correspondence: N/A

Friends Report: The Friends Yard Sale is Saturday 5/26 at 9am. The Book Fair is being worked on. The Friends are starting a Bucket Raffle. There will not be a Silent Auction. The Town passed a resolution allowing the Friends to install The Little Library across the street from the Post Office. The Friends are continuing the search for houses for the House Tour.

Committee Reports:

Buildings and Grounds

1. Motion to choose SCC for Construction Management services, informally pending references and updated rates. (CTyler, MLevine, unanimous)
2. Motion to approve an additional \$1,500 payable to Architect John Tanzi for the additional work involved with seeking general contractors for the Automatic Door Replacement project. (LBarnds, MLevine, unanimous)

Finance and Budget: A new cash register that takes credit cards must be acquired as per the Auditor's recommendation. Approved to purchase.

Personnel

1. Motion to accept the resignation by Maryanne Caserta. (JLycke, CTyler, unanimous)
2. Motion to increase the hourly rate of Archivist Maura Feeny to \$29.14. (JLycke, LBostrom, unanimous)
3. Motion to hire Jacqueline Marks, a certified librarian, at \$26.10 per hour as an on-call Librarian. (LBarnds, MLevine, unanimous)
4. Motion to increase the hourly rate of intern Emily Leonardo to \$14. (MLevine, LBarnds, unanimous)

5. Motion to approve filling the vacancy of Network Technician at \$28 per hour (LBarnds, MLevine, unanimous)

Policy and Procedure: N/A

Technology: Five Photoshop licenses are approved, not to exceed \$500. Several staff members have been trained, another license will be available for public use.

Development/Fundraising: N/A

AdHoc Committees:

Art Advisory: N/A

Archival: N/A

Citizen's Advisory: N/A

Programming: N/A

Director's Report: Fire inspection is Monday, 6/18. Four staff members passed the Passport Application training, so Passport application services will be offered soon. There will be Active Shooter Training on Monday, 6/4 after closing time. Monday, 6/11 there will be a patron-record refresher for Library Clerks after closing. Tsuyumi will be doing new fitness classes scheduled on Fridays. The Directors and Officers Liability Insurance was switched from Regan to Amaden Gay, saving the Library approximately \$400 per year. The tree currently snagging the American flag will be trimmed. Community service individual working on building-related clean-up tasks. Concerned Citizens of Montauk had a successful screening of the 1976 documentary film "Baymen: Our Waters Are Dying" on Saturday 5/19. Ray Beeler's contract is almost finalized.

New Business: Motion to approve moving the Permanent Fund CD from Bridgehampton National Bank to a six month CD at People's United Bank at 2% interest. (MLevine, CTyler, unanimous).

Old Business: N/A

Adjournment: Motion to adjourn at 8:33 pm. (MLevine, JLycke, unanimous)

The next meeting is scheduled for June 18, 2018 at 7:00pm.

Respectfully submitted,

Fiorella Vassallo