

Montauk Library
Regular Monthly Meeting of the Board of Trustees

October 22, 2018 7:00 pm

Unapproved minutes

Call to Order at 7:00 pm by JLycke

In attendance: JLycke, LBostrom, MLevine, PStein, CTyler

Absent: LBarnds, BGrimes

Also present: DDiPaolo, SKrusch, FVassallo

Approval of Board meeting minutes from September 24, 2018 (JLycke, CTyler, unanimous)

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

Warrant Report – (MLevine, PStein, unanimous)

Public Expression: N/A

Correspondence: N/A

Friends Report: On Friday 9/28, the *A Speck in the Sea* program was filmed and will be available on LTV as was the Sunday 9/30 program, *A Day Like Any Other* with author, Genie Henderson. Many books were purchased raising approximately \$500 for the Friends. The Friends are currently looking into having more author talks. The Friends are ordering more Images of America books. Another meeting for the calendar is on Wednesday 10/24 at 2pm. The Friends now have an email for almost every member of the Friends to keep people up to date on event information.

Committee Reports:

Buildings and Grounds

1. The bathroom and water fountain on the main level are now shut down/out of service due to a plumbing issue.
2. The company in charge of the fire alarm panel in the maintenance room has been taken over by a new company that recommended the system be replaced. Because, the system passed the Fire Marshall's inspection in August, Ray Beeler's engineer suggests holding off on this major project. It is not urgent.
3. Regarding the automatic doors, John Tanzi was told by the contractor that the door components should arrive to them from the manufacturer by the end of the week of October 28. There will be shop assembly, glass installation, and coordination with the subcontractor regarding on-site installation activities. The contractor said the installation date will likely be by the week of November 12 or 26. The deadline for the project to be paid for and completely closed out is December 31, 2018.
4. The deadline for payment and close out of the roof project is also December 31, 2018.
5. Possible preliminary planning options for a future building project were discussed.

Finance and Budget: The \$10,000 CD at People's United Bank was renewed for another six months at 2% interest.

Personnel: Notice was given by Jenny Balcuns that she will leave the Treasurer position in 2019. The search for a replacement is underway. Anna Guelbi was approved by Civil Service for the PT Library Clerk position at \$14 per hour. Denise reached out to EH HS & Boces computer

department for possible technology talent. CONTENTdm training will take place in November through the New York Heritage website for the staff to learn to scan into archives. There will be refresher training for yet to be launched passport program in conjunction with the Hampton Library in Bridgehampton in January or February 2019. Two or three staff members will take the civil service test for Notary Public in Hauppauge. The civil service test for Library Clerk in on December 11. The caucus for the SCLS training opening was today.

Policy and Procedure: The appraisal is complete. Motion to approve attorney's revision to the Sexual Harrassment Policy to comply with additional requirements by New York State. (MLevine, JLycke, unanimous)

Technology: N/A

Development/Fundraising: N/A

AdHoc Committees:

Art Advisory: N/A

Archival: N/A

Citizen's Advisory: N/A

Programming: New Yoga with Carolyn Cahill scheduled for Tuesdays. OChess for studens K-12 will run Saturdays with award-winning instructor, Paul Dooher. SmartBoard requested.

Director's Report: The following 2019 Board Meeting date changes are as follows: Monday 1/21 is moved to Tuesday 1/22; Monday 2/18 is moved to Monday 2/25; Monday 4/22 is moved to Monday 4/29. Approval of the 2019 meeting dates subject to change. (JLycke , MLevine, unanimous). The PTA meeting had an excellent showing, children were occupied in the community room with crafts and Virtual Reality activities. The Virtual Reality system, which was borrowed from SCLS, was a hit. A system like their's costs \$3600. The Rotary Club was asked if they would like to donate a VRS. A SmartBoard costs~ \$5000. The Kiwanis Club will be asked if they would like to donate a SmartBoard. On Saturday 10/13 the Great Give Back boxes were overflowing with donations for The Retreat, ARF, The Food Pantry, and The Montauk Lions Club.

New Business: The Library has a new logo for the Library's 40th anniversary. Food For Fines will be in November, so for every overdue book fine people pay with non-perishable food items. The Health Fair is 11/2.

Old Business: N/A

Adjournment: Motion to adjourn at 8:13 pm. (PStein, MLevine, unanimous)

The next meeting is scheduled for November 19, 2018 at 7:00pm.

Respectfully submitted,

Fiorella Vassallo