

Montauk Library
Regular Monthly Meeting of the Board of Trustees

November 19, 2018 7:00 pm

Unapproved minutes

Call to Order at 7:00 pm by BGrimes

In attendance: BGrimes, LBarnds, MLevine, CTyler

Absent: LBostrom, JLycke, PStein

Also present: DDiPaolo, SKrusch,

Board meeting minutes from October 22, 2018 tabled for next meeting.

Vote to approve Check Detail and Payroll Report – (MLevine, BGrimes, unanimous)

Public Expression: N/A

Correspondence: Donation from the estate of L. Malouche; BDiBiase support of VR system matching funds from EH Rotary

Friends Report: 2018 Annual Appeal mailed; 40th Anniversary calendar project underway – to be completed for July 2019 launch; Several authors in mind for upcoming book talks.

Committee Reports:

Buildings and Grounds

1. Toilet and sink removed from main level out-of-use bathroom to prevent odor from traps. Harold McMahon plumbing conducted work.
2. DNA (roofer) final payment submitted (approved by architect JTanzi).
3. Automatic Door Project to begin Monday, November 26. Construction to last 1 week. Change order to install ramp at temporary entrance not approved. Will install in-house.
4. Weber & Grahn \$8,432 proposal for new Trane condensing unit discussed. Will request work to be done next fiscal budget year.

Finance and Budget: Audit complete. Payroll detail reports will now be included in Board Packets for monthly vote as such: Check Register & Payroll Detail. PILOT payments for 2018 received. Final 2017-12018 Operating Budget results (\$205 under budget.

Personnel: Treasurer position open soon, JBalcuns will train.

Policy and Procedure: Vote to approve SCLS Operating Budget & Trustee Ballot (BGrimes, MLevine, unanimous)

Technology: no report

Development/Fundraising: no additional report

AdHoc Committees: LBarnds discussed recent CCM meeting topics.

Director's Report: Content DM training for staff took place. Ready to upload for New York Heritage. Discussed Oral History transcription vendor pricing \$1 per minute; discussed hi-res scanning vendor pricing 59 cents per item. SCLS annual meeting December 5, 2018.

New Business: CTyler requested follow up on statistics variances. New date for Ray Beeler presentation: December 10 at 6:00 PM. He will explain Walbridge invoice. Staff Holiday Dinner scheduled for December 11 at Sammy's. Thank you MLevine for helping with staff group photo.

Old Business: Chess going well; revised agenda. Steady, full classes continue.

Adjournment: Motion to adjourn at 8:25 pm. (BGrimes, MLevine, unanimous)

The next meeting is scheduled for December 17, 2018 at 7:00pm.

Respectfully submitted,

Denise DiPaolo