

**MONTAUK LIBRARY
REGULAR MONTHLY MEETING OF THE BOARD OF TRUSTEES
NOVEMBER 18, 2019 6:00PM (UNAPPROVED MINUTES)**

CALL TO ORDER AT 6PM BY JLYCKE

IN ATTENDANCE: JLycke, MLevine, BGrimes, LBarnds, LBostrom, CTyler, RSheckman

ALSO PRESENT: DDiPaolo, SKrusch, LLenahan, MFeeney

APPROVAL OF MINUTES FROM REGULAR MEETING October 22, 2019

Approved: JLycke, LBarnds, Unanimous

VOTE TO APPROVE CHECK DETAIL & PAYROLL REPORTS:

APPROVED BY MLevine, LBostrom, Unanimous

PUBLIC EXPRESSION: N/A

CORRESPONDENCE:

JLycke read thank you letters sent from the Montauk Library to Mr. & Mrs. Steve Fishman and Mr. & Mrs. Robert Berenbroick for their generous donations to the library. Also noted were thank you letters from the Montauk Food Pantry, ARF and The EH Retreat for the give back donations that were received. The Montauk Observatory also sent a letter for the libraries generosity in hosting their lecture on November 1, 2019.

FRIENDS REPORT:

SKrusch reported the Book sale will be held on Saturday & Sunday of Thanksgiving weekend at the library and will now accept credit cards for sales for the first time. SKrusch also reported the Annual Appeal will be mailed out by the end of November and met this week with the East End Friends Group and is also advising the Amagansett library on starting a Friends Group for their organization.

GUEST: Maura Feeney-archival update / NEDCC

Special guest and library Archivist , Maura Feeney reported to Board of working diligently on an important project of digitizing a collection of oral history tapes from as early as 1945. She noted working with the Northeast Document Conservation Center in Massachusetts. As of her report on 11/18/19 , 44 audio tapes had been sent out and will be turned into master tapes. The Montauk Historical Society is collaborating with the library on this project. The total cost will be approx \$25,000 of which the Historical Society will donate \$10,000 towards it. In all, 115 tapes need to be transformed and eventually with the help of New York Heritage , the final digitized collection will be uploaded and connected to the Montauk Library system.

The Board voted to close the Archival room for the month of December to allow time to pack up for the renovation. Approved: RSheckman, MLevine, Unanimous

COMMITTEE REPORT:

POLICY & PROCEDURE: Vision Statement for Local History Discovery Center-committee. DDiPaolo suggested creating a committee for this plan. Board agreed and committee will be made up of DDiPaolo, LBostrom, BGrimes , MFeeney

HOLIDAY HOURS: Thanksgiving Eve library will close at 5pm. Christmas Eve library will be closed. Approved: JLycke, MLevine, Unanimous

BUILDING & GROUNDS: TEMP LIBRARY CONTRACTS DUE 11/26/19. - DDiPaolo reported temporary library contract plans have been sent & approved by State Education Dept. and notice has been posted in paper. DDiPaolo also reported major project list being worked on with construction managers and architect to be presented to the Library Board and then will be sent to the State Education Dept.

AUTHORIZATION FOR DIRECTOR EXPENDITURE APPROVAL: Board Unanimously approved Director DDiPaolo to approve expenditures for “change orders” for up to \$25,000 on library renovation project. All “change orders” will be reported to Board.

This policy was referenced at a past meeting and voted on during Board meeting on 11/18/19.

FINANCE & BUDGET: DDiPaolo reported starting process for operating budget which common vote date is April 7, 2020. Audit is also complete!

PERSONNEL: METLIFE DENTAL PLAN: DDiPaolo reported meeting with Suffolk Cooperative Library Systems. DDiPaolo suggested adding a dental plan for the four full time staff at the library at an additional \$2000 per year for all four staff members. A motion to approve the addition of a Met Life Dental Plan- approved LBarnds, MLevine, Unanimous

DIRECTOR’S REPORT: DDiPaolo reported meeting with Suffolk Legislature Bridget Fleming in reference to funds for library. BFleming provided DDiPaolo a list of Grants to apply for.

DDiPaolo will work on qualifications for each Grant.

DDiPaolo reported staff Christmas party will be at Sammys . DDiPaolo also reported CTyler is having a tree donated to the library for their Mitten Tree.

NEW BUSINESS: COVENANT DOCUMENTATION &

ACKNOWLEDGEMENT/RESOLUTION: Board member BGrimes read letter of “Covenants” which was unanimously approved by Board of Trustees and signed by Board President, JLycke, to merge Library Lots 3 & 4 to satisfy the Dept of Health to be able to move ahead and provide permits for the library renovation project.

ADJOURN MEETING: Motion to adjourn at 7:25 PM. BGrimes, MLevine, Unanimous

Next Meeting Scheduled for Monday, December 16, 2019 at 6:00PM

Respectfully submitted, Lucille Lenahan