

Montauk Library
Regular Monthly Meeting of the Board of Trustees

March 22, 2016 7:00 PM

Unapproved minutes

Call to Order at 7:00 PM by Joan Lycke

In attendance: Joan Lycke, Lynda Bostrom, Carmine Marino, Jim Donna, Linda Barnds, Markilyn Levine. Excused – Barbara Grimes.

Also present: Denise DiPaolo, Sally Krusch, Fiorella Vassallo

Joan Lycke welcomed and introduced Fiorella Vassallo, who will record the minutes at the Board meetings.

Approval of February 19 Board monthly meeting minutes with following corrections (Lycke, Bostrom; unanimous):

- 1- Spelling: Linda Barnds, Lynda Bostrom
- 2- \$11,000 proposal from Simplex-Grinnell included upgrading entire Fire Panel.

Treasurer's Report – Budget vs. Actual and Balance Sheets reviewed and approved (Lycke, Levine; unanimous).

Warrant Report - Reports reviewed and approved (Lycke, Bostrom; unanimous).

Public Expression: None

Correspondence: Letter received from Tony Wu from Bayside CPA. Note and \$50 donation received from Florence Yudt in honor of AARP Tax Preparer, John Lynch.

Friends Report: Sally Krusch reported that the Friends will provide 8 workers for the budget vote on April 13. Book Sale is Saturday, March 26. Fundraiser tentatively scheduled for June 18.

Committee Reports:

Buildings and Grounds

1. Copper leader pipe has been reinstalled. The KNOX box has been installed and the fire department keyed the device.

2. Library currently contracts with two separate firms re: grounds maintenance. Mickey's Mowing and Lighthouse Landscaping. \$3,325.00/yr. proposal from Lighthouse Landscaping for all work approved. (Marino, Donna; unanimous)

3. \$400 proposal from Lighthouse Landscaping to install plantings in the Serenity Garden approved. (Marino, Lycke; unanimous)

4. FPM Group submitting application packet to SED (State Education Dept.) for furnaces project.

5. CO Detector update: SED requires Library to install four residential CO detectors with 10 yr lithium batteries. Purchasing from Simplex-Grinnell (under \$100 each).

5. Denise will request proposals for Window Washing. Eddie Stein recommended.

6. Discussion re: parking lot plantings and repaving.

Finance and Budget: Budget vote April 13, 2016.

Personnel:

1. Brit Mansir has passed the civil service test for Network and Technology Specialist II. He was hired provisionally, if reachable, will qualify for permanent position.

2. Jackie Bitonti attended PARP at the school. She read to the 6th graders. The students wrote thank you notes to her, suggesting their favorite books and what programs they would like to see in the library.

3. An intern from East Meadow HS, Dylan Piccione, will assist with upcoming Family Place Parent/Child Workshop. Will complete 25 hours at the Montauk Library.

4. Librarian II position created. Canvassing within the next month.

5. National Library Week is April 11- 15. Recommended to provide luncheon for staff on National Library Workers Day, April 12. (Lycke, Marino; unanimous)

Policy and Procedure: Denise will request a Cash Register policy from new accountant. Committee will review Finance Policies for necessary updates.

Technology: Proposal to add more computers to Children's for older children (Tweens/Teens). Proposal not to exceed \$7,500 to purchase 3 Macbooks, additional surveillance cameras, wifi upgrades and new computer for Children's Librarian. (Marino, Donna; unanimous). Carpentry work not included in this proposal.

Development/Fundraising: Tom Lavin donated \$2,500 to apply to completed lower level carpentry work.

AdHoc Committees:

Art Advisory: Exhibit schedule distributed. Dawn Watson photography (April)
Caldecott Award-winning book covers (May).

Archival: no report

Citizen's Advisory: Linda Barnds reported that the Hamlet Study will take place at Firehouse to continue in Summer into Fall. They want participation by everyone in Montauk.

Programming: Library is entertaining adding ESL programs. Looking for qualified instructor's. Denise has reached out to OLA for recommendation. Approval to add Strength Training for Seniors classes at the Library (Lycke, Bostrom; unanimous).

Director's Report: Statistics show attendance at children's programs has more than doubled in past 10 months. Almost 1400 people attending 75 programs.

New Business: nothing

Old Business: nothing

Adjournment: Motion to adjourn at 8:16 PM. (Marino, Lycke; unanimous).

Next meeting is scheduled for Friday, April 15 at 7:00 PM

Respectfully submitted,

Fiorella Vassallo