

**Montauk Library**  
**Regular Monthly Meeting of the Board of Trustees**

November 20, 2017 7:00 PM

*Unapproved minutes*

**Call to Order at 7:00 PM by Joan Lycke**

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

Absent: JDonna, SKrusch

Also present: DDiPaolo, JBitonti, FVassallo

**Approval of October 2017 Board monthly meeting minutes (LBostrom, LBarnds, unanimous):**

**Treasurer's Report** – LBarnds, PStein, unanimous

**Warrant Report** – MLevine, LBarnds, unanimous

**Public Expression:** N/A

**Correspondence:** Thank you note from ARF for donations from The Great Give Back. Thank you note from Northwell Health / Cohen Children's Medical Center for everyone who volunteered in this year's Montauk Adventure and funds raised for the center.

**Friends Report:** Continue to remove items from shed, about ½ of the tables were given to a local caterer, more will go to the Third house, others to local businesses. Most Friends Board members are able to attend the Needs Assessment meeting on November 28. The cookie party is Thurs 12/14 at 7:30pm; entertainment will be provided by Lori Hubbard. The Holiday Book Fair is the Saturday 11/25. Carole Pruzan, whose work was featured in Miniature Collector magazine, is selling some of her miniature vignettes at the Holiday Fair Saturday 11/25. The Friends fundraising letter has been approved, printed, and is ready to go out no later than 11/25.

**Committee Reports:**

**Buildings and Grounds** – N/A

**Finance and Budget:** a fantastic review from auditor, recommendation for a new cash register noted. Vote to approve the 2017 Audit (Financial Report w/Additional Information June 30, 2017 by Baldessari & Coster, LLP): LBostrom, LBarnds, unanimous

**Personnel:** N/A

**Policy and Procedure:** N/A

**Technology:** Motion to install new phone system not to exceed \$5,500 – JLycke, MLevine, unanimous

**Development/Fundraising:** N/A

**AdHoc Committees:**

**Art Advisory:** N/A

**Archival:** N/A

**Citizen's Advisory:** N/A

**Director's Report:** Yoga class has been added to Mondays at 4pm. The English Language for adults class begins Friday 12/7 at 6 – 7:30pm, and will be taught by Mary Jane Greenfield, an ESL certified instructor. All levels are welcome and the class will coincide with Bilingual Storytime for children. A book club for new pop culture titles may be added to the program line up, moderated by Jackie Bitonti.

Library staff continues to participate in the fitness programs with as effective wellness & outreach initiatives. This kind of participation has become a wonderful way for the staff to connect and network with members of the community. Food For Fines has been going this month and the Food Pantry is very grateful. The Needs Assessments activities are being conducted. Toys For Tots are also being collected in the lobby area.

**New Business:** Needs Assessment Trustee Interview (the same questions were given to Library staff) questions were asked. Trustees were encouraged to express their thoughts and concerns about the facility, and how they feel it can be improved. The same questions are being asked of the Friends of Montauk Library on 11/28.

Motion to accept year 2018 board meeting dates as noted: JLycke, LBarnds, unanimous

**Old Business:** N/A

**Adjournment:** 8:30pm – JLycke, LBarnds, unanimous

Next meeting is scheduled for December 18, 2017 at 7:00 PM.

Respectfully submitted,

Fiorella Vassallo