

**MONTAUK LIBRARY
REGULAR MONTHLY MEETING OF THE BOARD OF TRUSTEES
NOVEMBER 15, 2021 5:00PM Via Zoom (recorded)
(UNAPPROVED MINUTES)
AGENDA**

CALL TO ORDER AT 5PM BY JLYCKE

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

ALSO PRESENT: DDiPaolo, SKrusch, LLenahan, NAmoruso, RCaliendo, SGlaser, RBeeler, MStokes

PUBLIC EXRESSION: N/A

CONSTRUCTION PROJECT UPDATE: Guests- NAmoruso, RCaliendo, SGlaser, RBeeler

A. Status of Windows/ Doors; Temporary Windows & Doors- SGlaser reports remaining windows for south addition arriving Wednesday with installation to follow; confirmation not available for store front doors for mezzanine level, decks, staff entrance. DDiPaolo requests to SCC to pursue Patriot for temporary windows/ doors installed if glass not delivered Wednesday. RBeeler reports he will contact glass company if Wednesday passes with no delivery.

B. HVAC running- SGlaser reports HVAC systems are installed , tested, controls being adjusted; Lower and Main level at 60 degrees , mezzanine level duct work continues.

C. Updated schedule requested again

D. SGlaser reports SCWA completed connection of fire main to street. SGlaser reports Patriots subcontractor to flush fire main up to building to enable Hirsch to activate system. NAmoruso reports Fire Marshall pre inspection to follow w/ fire alarm testing. SGlaser reports wood ceiling complete in history room; computer floor installed/carpeted.

APPROVAL OF MINUTES FROM October 18, 2021 REGULAR MEETING :

APPROVED BY LBostrom, JLycke, Unanimous

VOTE TO APPROVE CHECK DETAIL and PAYROLL REPORTS:

APPROVED BY MLevine, LBarnds, Unanimous

FRIENDS REPORT: SKrusch reported 2021annual appeal mailed out. SKrusch also reported Friends visiting neighboring libraries for ideas re: book sale rooms.

COMMITTEE REPORT:

* **POLICY & PROCEDURE-Winter Hours; Masks**

DDiPaolo recommends to Board to close library at 5pm from 7pm during winter hours .

JLycke motions to Board to approve changing new winter hours closing from 7pm to 5pm.

APPROVED: LBarnds, CTyler, Unanimous

DDiPaolo requests Board's thoughts on mask wearing. Board mask policy will remain in place for all employees and patrons.

* **FINANCE & BUDGET- 2022-2023 operating budget planning; 2021 Audit complete.** DDiPaolo reports to Board working on finalizing a draft operating budget for 2022-2023, keeping tax increase to 2%. DDiPaolo also reports Operating Vote and Trustee Election on April 5, 2022; DDiPaolo also reports 2021 Audit is complete, awaiting final report. DDiPaolo reports still working on 2019 Construction Grant and SAM grant sponsored by Fred Thiele.

* **PERSONNEL-**

DDiPaolo reports LDeLalla taking Library I exam and Personnel Committee agreed if LDeLalla is reachable when test results are given, LDeLalla will be promoted to full time Children's Librarian Trainee (while still in Library School). DDiPaolo reports MFeeney requested paid family leave. DDiPaolo also reports MHalucha retiring at end of 2021. DDiPaolo reports to Board purchasing a module for staff to be trained on homelessness with 18 hours of training per employee to better understand a homeless person's actions as DDiPaolo reported homeless people on library grounds.

BUILDING & GROUNDS-

DDiPaolo reports locking back door of library for safety reasons; remote wifi will be turned off outside operating library hours; DDiPaolo reports scheduling moving company on December 9, 2021, to move piano back into main library.

OLD BUSINESS: N/A

NEW BUSINESS: Approve dates for 2022 meetings;

Budget / Election Day (Trustee Seats) ; Organizational Meeting

DDiPaolo requests to Board to review and approve Regular Monthly Board Meetings schedule for the year 2022. Board requests meetings to be held at 5pm. * Motion made by RSheckman for 5pm meetings for 2022. Approved-JLycke, CTyler, Unanimous

DDiPaolo reports again Budget/ Election -April 5, 2022 with CTyler and LBostrom up for re-election. DDiPaolo also reports July 2022 Organizational Meeting.

ADJOURN REGULAR MEETING 5:54PM; Enter Executive Session to discuss legal matter 5:55PM. Adjourn Executive Session Meeting & re-opened Regular Board Meeting 6:29PM.

ADJOURN REGULAR MEETING 6:30PM

Next Meeting Scheduled for December 20, 2021

Respectfully submitted, Lucille Lenahan