

MONTAUK LIBRARY
REGULAR MONTHLY MEETING OF THE BOARD OF TRUSTEES
August 16, 2022 @ 6:00 PM
UNAPPROVED MINUTES

IN ATTENDANCE: MLevine, BGrimes, LBarnds, LBostrom, RSheckman, CTyler
ABSENT:YSchiappacasse
ALSO PRESENT: DDiPaolo, SKrusch, LLenahan, ALusty

CALL TO ORDER REGULAR MONTHLY MEETING: MLevine at 6:00 PM

PUBLIC EXPRESSION: SKrusch reports disruptive patron while finishing up in small meeting room of which she had reserved.
RSheckman reports suggestion from a patron: possible sidewalk leading from highway through parking lot to main entrance.

APPROVAL OF MINUTES FROM MAY 16, 2022 REGULAR MEETING:
Approved : LBarnds, MLevine, Unanimous

VOTE TO APPROVE CHECK DETAIL AND PAYROLL REPORTS:
Approved: MLevine, CTyler , Unanimous

FRIENDS REPORT: SKrusch reported to the Board that the Book store is doing very well; adding on an extra day to open during the week. The Friends are planning a yard sale for October 8th and a Thanksgiving book sale for Saturday, November 26th.

COMMITTEE REPORT:

POLICY & PROCEDURE—all policies available on Library website.

Archive Collection Access and Use Policy (new) APPROVED: LBostrom, MLevine, Unanimous

Temporary Library Card Policy (revised) APPROVED: MLevine, CTyler, Unanimous

Collection Development Policy (revised) APPROVED: LBostrom, MLevine, Unanimous

Social Media Policy (revised) APPROVED: LBostrom, MLevine, Unanimous

Exhibit and Display Case Policy (revised) APPROVED: LBostrom, MLevine, Unanimous

Service Animal Policy (new) APPROVED: LBostrom, MLevine, Unanimous

Community Bulletin Board Policy (revised) APPROVED: LBostrom, MLevine, Unanimous

Use Of Outdoor Deck Policy (new) APPROVED: LBostrom, MLevine, Unanimous

Public Access To Records (FOIL) Policy (revised) APPROVED: LBostrom, MLevine,
Unanimous

FINANCE & BUDGET-----N/A

PERSONNEL---

DDiPaolo reports:

Three employees studying to become Notary Publics; taking a class and test in October.

Five employees attended CPR class; AED machine now active in library.

Social Media Training Part 1 completed by most employees; Part 2 will be within the next few weeks.

Library Assistant, AGuebli returns to schedule.

Archivist-ALusty was introduced to the Board and reported her works and plans for the archival room to become more efficient and productive for patron use.

ALusty has created a team environment with LMontella and VGarrison to work as a group on several archival projects.

BUILDING & GROUNDS ---

DDiPaolo reports:

Obtaining proposals for additional water bottle fillers for the upper level and lower level

QR code stickers for patron behavior policy on upper level tables; very effective.

Quiet Area signs placed around library.

Lanyards with employee badge holders on order.

NEW BUSINESS:

DDiPaolo reports:

Meeting Room reservations extremely popular -3 hour room limit per person -per day; Lending folding chairs - Requested/Approved

OLD BUSINESS:

DDiPaolo reports:

Children's Storytime on the Green with LDeLalla very successful.

Upcoming programs:

Medicare 101 scheduled for September 19.

EH Senior Advocate in the works with VGarrison to be accessible for patrons.

Blood Pressure loaner kits going well.

New Yoga teacher starting September 7.

Teak furniture (benches and Tables) purchase discussed from Thayers

**Motion to approve teak furniture purchase: RSheckman, CTyler, Unanimous
September 6th room dedication and staff training day plans being worked on.

MOTION TO ADJOURN REGULAR MEETING AT 7:40 PM

APPROVED: MLevine, LBarnds, Unanimous

*The next meeting is scheduled for Monday, September 19, 2022 @ 6PM
Respectfully yours, Lucille Lenahan