

MONTAUK LIBRARY
REGULAR MONTHLY MEETING OF THE BOARD OF TRUSTEES
November 21, 2022 @ 6:00 PM
UNAPPROVED MINUTES

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

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

PUBLIC EXPRESSION:

DDiPaolo reports:

\$2500 donation from TDuryea which was accompanied by a note referring to BMansir's recent assistance.

APPROVAL OF MINUTES FROM OCTOBER 17, 2022 REGULAR MEETING:

Approved: CTyler, MLevine, Unanimous *Abstain: BGrimes

VOTE TO APPROVE CHECK DETAIL AND PAYROLL REPORTS:

Approved: MLevine, CTyler, Unanimous *Abstain : BGrimes

FRIENDS REPORT:

SKrusch reports:

Friends of the Library Annual Appeal was sent out.
Thanksgiving Holiday sale to be held on 11/26/22 at the library.
Brick sales and installation going well.
New books donated to Friends to be donated to Toys For Tots.
SKrusch inquired about a naming opportunity of the Small Meeting Room to be named for BMetzger.
Board voted and approved: LBarnds, LBostrom, Unanimous

COMMITTEE REPORT:

POLICY & PROCEDURE—

DDiPaolo reports:

Emergency & Safety Plan complete.

Sustainability Plan work underway.

Amend Procurement Policy:

Energy Star rated equipment will be purchased whenever possible.

Vote and Approved: LBarnds, MLevine, Unanimous

FINANCE & BUDGET----

DDiPaolo reports:

Operating Budget for 2023-2024 being worked on and 1st draft will be ready For the 12/19/22 Monthly Board Meeting.

PERSONNEL:

DDiPaolo reports:

Approve the hire of BSagustume as a part time Custodial Worker I.

Approved: LBostrom, CTyler, Unanimous

Board of Trustees requests ID photos of employees.

BGrimes complimented LDeLalla, Head of Children and Teen Department and ALusty, Archivist , on recent programs and performance.

BUILDING & GROUNDS --

DDiPaolo reports:

Punch list updated and is being worked on after a meeting with the contractors on 11/15/22.

The Builder's warranty contracts will start 2 years from close out date.

Troubleshooting continues for foul odor smell. Adjustments made to date seem hopeful.

Proposal is being submitted from D & S for a ductless HVAC unit for childrens office.

Propane quotes being taken.

NEW BUSINESS:

DDiPaolo reports:

Recycling Drop off box for batteries/cell phones/small electronics by front door.

Parliamentary Procedure Webinar available to Board of Trustees.

OLD BUSINESS:

DDiPaolo reports:

Appraisal Complete.

ADJOURN REGULAR MEETING AT 6:30 PM; Enter Executive Session to discuss legal matter at 6:31 PM.

ADJOURN EXECUTIVE SESSION & REOPEN REGULAR MEETING AT 6:40 PM.

ADJOURN REGULAR MEETING AT 6:41 PM.

*The next meeting is scheduled for Monday, December 19, 2022 @ 6PM

Respectfully yours,

Lucille Lenahan