

**Peninsula Public Library  
Board of Trustees  
January 14, 2020**

Minutes of the Meeting of the Board of Trustees of the Peninsula Public Library held on Tuesday, January 14<sup>th</sup>, 2020 at the Library, 280 Central Avenue, Lawrence, New York 11559.

**TRUSTEES PRESENT**

Jeff Leb, President  
Samuel Francis, Treasurer  
Sarah Yastrab, Secretary

**ALSO PRESENT**

Carolynn Matulewicz, Director  
Rhonda Todtman, Assistant Director/Recording Secretary  
Paula Ohana, Account Clerk

**ABSENT WITH PRIOR NOTICE**

Audrian Gray, Vice President  
Reva Oliner, Trustee

**CALL TO ORDER**

The meeting was called to order at 8:00 PM.

**APPROVAL OF THE MINUTES**

The Board reviewed the minutes of the Board Meeting held on December 27th and Trustee Yastrab moved to accept the minutes as corrected. The motion was seconded by Trustee Leb and carried.

**FINANCIAL REPORTS**

Trustee Leb moved to accept the following **Report of the Treasurer**, dated December 31, 2019.

TD Bank General Account - 1617	\$	554,873.29
TD Bank Payroll Account - 1609	\$	53,816.28
TD Bank Clearing Account - 4892	\$	1,616,404.41
Petty Cash	\$	350.00
Circulation Desk	\$	140.00
TD Bank Payroll Account - 1351	\$	183,561.37

The motion was seconded by Trustee Yastrab and passed.

**Bills for Approval**

After review, motion was made by Trustee Leb, seconded by Trustee Yastrab and carried to approve checks in the sum of \$194,524.48 and online payments/petty cash disbursements in the sum of \$7,726.31, dated December 20, 2019 through February 20, 2020.

**Payroll Warrant**

After review, motion was made by Trustee Leb, seconded by Trustee Yastrab and carried to approve payroll funding for Payroll Period 1 in the sum of \$53,658.16.

### **STATISTICAL REPORT**

The Statistical Report dated December 31, 2019 was reviewed.

### **DIRECTOR'S REPORT**

- Reviewed internet outage on Monday, December 30 due to a manhole fire in Queens.
- Discussed progress of circulation desk installation: the desk should be ready to be installed by the end of January. The Library needs to find a time to install it, and may result in a closure of the Library for a day or two.
- Discussed an issue with PatronPoint notices that affected the sending of reserve notices last week. The issue has since been resolved.
- Introduced new financial and treasurer's report formats, created with help from Nawrocki Smith. Announced that the auditors had begun preparing the audit for 2018-2019 and their work will continue over the next few weeks.
- Preparation of the DLD Annual Report and the Budget for 2020-2021 have begun – both are due for review in February.

### **CORRESPONDENCE AND ANNOUNCEMENTS**

The Library received a thank you note from Senator Todd Kaminsky for our participation in his annual Toy Drive.

### **OLD BUSINESS**

Arthur Singer had been in touch regarding the properties he had presented to the Board. He is open to negotiations.

### **NEW BUSINESS**

The July 2020 Board meeting has been scheduled for Wednesday, July 8.

### **EXECUTIVE SESSION**

Via a motion made by Trustee Leb, seconded by Trustee Yastrab and passed, the Board moved into Executive Session at 8:16 PM to discuss matters pertaining to library personnel and real estate possibilities.

### **RECONVENE OPEN SESSION**

Via a motion made by Trustee Leb, seconded by Trustee Francis and carried, the Board moved into Open Session at 8:46 PM.

Trustee Leb made a motion to send a letter drafted by the Board to members of the Lawrence Public Schools' Board of Education regarding future real estate transactions. The motion was seconded by Trustee Yastrab and carried. Letters are to be sent to all school board members on Wednesday, January 15.

**ADJOURNMENT**

Having no further business to discuss, Trustee Yastrab moved to adjourn the meeting at 8:57 PM. Trustee Francis seconded and the meeting was adjourned.

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Rhonda Todtman  
Recording Secretary