

**CUTCHOGUE NEW SUFFOLK FREE LIBRARY**  
**Board of Trustees, Minutes of the Regular Meeting**  
**Monday, January 12, 2015 @ 7:00 p.m.**

Present: Trustees Martha Anne Howard, President; Larry Mannino, Vice President; Corrine Slade, Treasurer; Paula J. Hepner, Secretary; Alexandra Ninfo, Jo Anne Vitiello; Jennifer Fowler, Library Director, and Janet Thompson, President of the Friends of the Library.

1. **Call to Order** - As a quorum was present, the meeting was called to order by the President at 7:02 p.m.
2. **Adoption of the Agenda** – The President presented the Agenda that was distributed in advance of the meeting. A motion to adopt the Agenda was made by Paula Hepner and seconded by Cookie Slade. The motion was unanimously approved.
3. **Public Expression** - There were no items for public expression.
4. **Approval of the Minutes** – The Secretary presented the minutes of the December 8, 2014 board meeting for review and approval. There being no corrections or additions, a motion to approve the minutes was made by Cookie Slade. The motion was seconded by Jo Anne Vitiello and the minutes were unanimously approved.
5. **Financial Reports** – The Treasurer and the Director jointly presented the financial reports for discussion. Questions from the Trustees were entertained and answered.
  - a. General Fund Treasurer’s Report – After discussion, the President stated that the Treasurer’s report dated November 30, 2014 will be part of the information provided to the Library’s auditor who, upon review of the 2014 financial records at the end of the year, will create an audited report which will then be voted upon by the Board. In accordance with Robert’s Rules, no motion or second is required.
  - b. Multi-Fund Report – This report, dated November 30, 2014, was reviewed and discussed by the Trustees. The rates the Library will receive upon renewal of the contingency CD will be available for the Board meeting in February. A replacement for the October Multi-Fund Report was distributed to the Trustees to correct an error on the report disseminated last month.
  - c. General Warrant – After discussion, a motion to approve the General Warrant dated January 12, 2014 was made by Paula Hepner, seconded by Alix Ninfo and was unanimously approved.
  - d. Payroll - After discussion, a motion to affirm the payroll for the pay periods dated December 5, 2014 and December 17, 2014 was made by Alix Ninfo, seconded by Paula Hepner and was unanimously approved. The payrolls specifically approved were:
    - i. Gross Wages for December 5, 2014 were \$32,222.45
    - ii. Employer Taxes for December 5, 2014 were \$10,603.86
    - iii. Gross Wages for December 17, 2014 were \$32,128.36
    - iv. Employer Taxes for December 17, 2014 were \$10,501.36
6. **Director’s Report** -- The Library Director’s presented her report which included an attachment giving the circulation statistics for January through December 2014. The Director was asked to drill down the data to show which categories are responsible for the 67% increase and compare the electronic resource usage in 2014 with 2013. The Director was also asked to prepare a comparison of the percentage of the total circulation of print books with their electronic counterpart. A motion to accept the Director’s report for December 2014 and include it as an attachment to the January minutes was made by Jo Anne Vitiello, seconded by Cookie Slade and was unanimously approved.

7. **Personnel Actions** – The Director provided a report showing new hires and promotions effective during January and February 2015, and resignations effective during December 2014. A motion to approve the Personnel Report dated January 12, 2015 was made by Cookie Slade, seconded by Paula Hepner and was unanimously approved.

8. **Report from the Friends of the Library** - Janet Thompson, President of the Friends, gave a report on their recent activities which included the Holiday concert by the Sweet Adelines. She will have a year-end report at the end of March. Proceeds from membership in the Friends is down about \$500 compared to last year. Reminders were sent to those who had not renewed and many of those people renewed. Addressing the continuing decline in membership is an issue to be tackled in 2015. A suggestion was made that the Friends consider offering tote bags and caps for certain levels of support. The year-long Centennial celebration and reopening the Friends walk to the purchase of more bricks offer potential avenues for raising new money. Increasing the visibility for the Friends by publicizing why people would want to become a Friend and how to become one, both on the Library's Facebook page and in the Newsletter, was discussed. The continuing works of art in the gallery bring people into the library and since this is a project sponsored by the Friends, capitalizing on this could be a resource for getting new members.

## 9. Committee Reports

- a. Benefits Committee – Martha Anne Howard, Chair, and Alix Ninfo - The President reported that the pension fund was down \$744.47 for the month of December and from January 1 to December 31, 2014 the fund was up \$34,589.92. The ending balance was \$414,911.15. The fund gained approximately 9.1% for the year.
- b. Policy Committee - Paula Hepner, Chair, and Cookie Slade – The Policy committee met in December and presented a written report summarizing its work on the bylaws. An additional meeting is planned to conduct a complete review of the Library's bylaws and present proposals for revision to the Board.
- c. Building and Ground Committee – Jo Anne Vitiello, Chair, and Larry Mannino – The committee was unable to meet, although efforts to hold a meeting took place. A new date will be arranged.
- d. Nominating Committee – Cookie Slade, Chair and Paula Hepner – Cookie Slade presented an oral report of the committee's activities. The committee met regarding the current vacancy and conducted interviews with four people who expressed an interest in becoming a Trustee. The committee also drafted a proposed bylaw governing its procedures. Following discussion, a decision was reached about whether the names of the people interviewed by the Committee would be provided to the Board or only the names of person(s) the Committee recommends. The consensus was that the Nominating Committee's report should include the names of the people interviewed and give the reasons for its selection. The committee's recommendation and the proposed bylaw will be presented under new business. An ancillary discussion took place about developing a statement of Duties and Procedures for each of the Board committees, not just the Nominating Committee.

## 10. Old Business

- a. Investment Options – The Director reported that she, the President and the Treasurer are collectively reading the book, "Nonprofit Investment and Development Solutions," and studying the ideas presented in it for how we can obtain a better return on the funds we are investing. In order to get a better return, the Library would have to change its current investment policy which would mean agreeing to accept greater risk for a greater return. Further discussion of this is warranted.

## 11. New Business

- a. Bylaws Changes – A proposal to amend Sections 6(a), 7(d) and 7(f) were presented to the Board. Voting on these amendments will be on the agenda for the February meeting. The proposed changes to these bylaws were reviewed by the Library's attorney. Because his review exceeded what he was asked to do, an issue was raised about how to handle this. Discussion centered on whether to have this conversation before or after his bill for services rendered is received.
- b. Trustee Vacancy – The Nominating Committee received names of prospective candidates to fill the current vacancy from the Library Director and some of the librarians. Of those, four people were interviewed: Tom McKenzie, Miriam Reichert, Sue Given and Peter Zwerlein. For the current vacancy, the Nominating Committee's recommendation is Peter Zwerlein. Voting for a new Trustee will be on the February agenda.
- c. Opening Motions – At the beginning of the year the Library must review and reauthorize its contracts and accounts in order to continue its operations. A resolution was presented to continue the current contracts in place for professional services and retain the bank accounts, investments, credit cards, petty cash funds and checking accounts necessary to transact business for the coming year. A motion to approve the resolution of the Cutchogue New Suffolk Free Library Board of Trustees dated January 12, 2015 and to authorize Martha Anne Howard to sign the resolution was made by Paula Hepner, seconded by Cookie Slade and was unanimously approved.
- d. Library Advocacy Day - A motion to approve the attendance of the Library Director, Jennifer Fowler, at Library Advocacy Day in Albany, with reimbursement for registration, travel, lodging, meals and miscellaneous expenses not to exceed \$500.00 was made by Paula Hepner, seconded by Alix Ninfo and was unanimously approved.
- e. Patron Conduct – The Library Director discussed the circumstances surround an Incident Report she received on 12/30/14, the action she took and the reasoning in support of her decisions.
- f. Strategic Planning – The President announced that the planning process will be getting underway with the first step being a Trustee retreat to be held on Saturday, March 7, 2015. Kevin Verbesey will facilitate the session and materials will be sent in advance for the Trustees to read. The focus of the retreat will be on creating goals and objectives along with measurable outcomes for the Library's five year plan. This visioning will involve thinking about the Library's long term fiscal health, how it can continue to support education, bringing greater visibility and awareness about the library to the public, revisiting the Library's mission statement and increasing financial support of the Library through voluntary donations and testamentary gifts.

12. **Public Expression** - There were no items for public expression.

13. **Adjournment** --There being no further business before the Board, a motion to adjourn the meeting was made by Cookie Slade, seconded by Alix Ninfo and was unanimously approved. The meeting was adjourned at 9:17 p.m.

Next Trustee meeting: Monday, February 9, 2015 at 7 p.m. Next Friends of the Library meeting: Monday, February 2, 2015 at 7:00 p.m.