

CUTCHOGUE NEW SUFFOLK FREE LIBRARY
Board of Trustees, Minutes of the Regular Meeting
Monday, February 9, 2015 @ 7:00 p.m.

Present: Trustees Anne Howard, President (via Skype); Larry Mannino, Vice President; Paula J. Hepner, Secretary; Alexandra Ninfo, Jo Anne Vitiello, Jennifer Fowler, Library Director

Absent: Corrine Slade, Treasurer; 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 Vice President at 6:58 p.m.
2. **Adoption of the Agenda** – The Vice President presented the Agenda that had been distributed in advance of the meeting. A motion to adopt the agenda as revised was made by Paula Hepner and seconded by Jo Anne Vitiello. 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 January 12, 2015 board meeting for review and approval. There being no corrections or additions, a motion to approve the minutes was made by Larry Mannino. The motion was seconded by Alix Ninfo and the minutes were unanimously approved.
5. **Financial Reports** – The Library Director presented the financial reports for discussion. Questions from the Trustees were entertained and answered.
 - a. Review of the General Fund Treasurer’s Report – After discussion, the Vice President stated that the Treasurer’s report dated December 31, 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 December 31, 2014, was reviewed and discussed by the Trustees.
 - c. General Warrant – After discussion, a motion to approve the General Warrant dated February 9, 2015 was made by Paula Hepner and seconded by Larry Mannino. The motion was unanimously approved.
 - d. Affirmation of Payroll - After discussion, a motion to affirm the payroll for the three pay periods in 2015 dated January 2, January 16, and January 30 was made by Anne Howard and seconded by Larry Mannino. The motion was unanimously approved. The payrolls specifically approved were:
 - i. Gross Wages for January 2, 2015 were \$33,243.36
 - ii. Employer Taxes for January 2, 2015 were \$11,505.46
 - iii. Gross Wages for January 16, 2015 were \$32,696.97
 - iv. Employer Taxes for January 16, 2015 were \$11,290.97
 - v. Gross Wages for January 30, 2015 were \$32,979.07
 - vi. Employer Taxes for January 30, 2015 were \$11,398.42
6. **Director’s Report** -- The Library Director’s presented her report which included an attachment giving the circulation and patron usage statistics for the month of December 2014 and the comparative stats for the entire year, month by month. A motion to accept the Director’s report dated February 9, 2015 and

include it as an attachment to the February minutes was made by Paula Hepner and seconded by Larry Mannino. The motion was unanimously approved.

7. **Personnel Actions** – The Director provided a report of one resignation effective January 21, 2015. A motion to approve the Personnel Report dated February 9, 2015 was made by Larry Mannino, seconded by Jo Anne Vitiello and was unanimously approved.

8. **Committee Reports**

- a. Benefits Committee – Alix Ninfo for Anne Howard, Chair, reported that the pension fund was down \$3,630.59 through January 31, 2015.
- b. Policy Committee - Paula Hepner, Chair, and Cookie Slade – Preparatory to voting on them tonight, the Policy committee circulated three proposed amendments to the bylaws at the meeting in December. A meeting will be scheduled later this month to discuss the other amendments to the bylaws that are contemplated and the revisions noted in Kevin Seaman’s recent letter.
- c. Building and Grounds Committee – Jo Anne Vitiello, Chair, and Larry Mannino – The B&G committee was not able to schedule a meeting during the past month.
- d. Nominating Committee – Paula Hepner for Cookie Slade, Chair – The Nominating Committee will be submitting the name of Peter Zwerlein to be elected as a Trustee to fill the vacancy created by Ann McCaughey’s resignation.

9. **Old Business**

- a. Bylaws - The Policy Committee put forward the following three amendments to the Library’s bylaws: The sections and exact language are:
 - i. Committees – Section 6(a) – “A nominating committee shall be appointed annually by the President six months prior to the Annual Meeting who will present a slate of officers and names of candidates for new trustees and any vacancies occurring during the year. Additional nominations may be made from the floor.”
 - ii. Meetings – Section 7(d) – “The operating and financial reports for the previous year shall be presented at the regular meeting in March.”
 - iii. Meetings – Section 7(f) – “The final budget for the subsequent calendar year shall be presented for approval at the regular meeting in June.”

Following a brief discussion, during which it was ascertained that no objection would be made by any trustee to any of these amendments, a motion was made by Paula Hepner to adopt each of the foregoing amendments as written. The motion was seconded by Larry Mannino and the motion was unanimously approved. In reprinting the bylaws, it was decided to change the line on page one “BY-LAWS 8/22/89, revised 9/17/12, revised 2/9/15” to “BY-LAWS adopted 8/22/1989, revised 9/17/2012, revised 2/9/2015” and on page three to delete the sentence “Approved by the Cutchogue New Suffolk Free Library Board of Trustees at their meeting on 9/17/2012.” It was also agreed that the names of the current members of the Board of Trustees would be listed at the bottom of the page.

- b. Trustee Vacancy – When the election for a new trustee began, the Vice President called upon the Nominating Committee. Paula Hepner, for Cookie Slade, Chair, put forth the name of Peter Zwerlein. The Vice President called for nominations from the floor. As no other candidates were nominated, the Vice President declared the nominations closed. On behalf of the Nominating Committee, Paula Hepner moved to elect Peter Zwerlein by acclamation. The motion was

unanimously approved and the Vice President announced the election of Peter Zwerlein to fill out the remaining term of Ann McCaughey.

- c. Contingency CD – It was decided that the Suffolk County National Bank CD, maturing 2/18/15, should be renewed and further discussion of whether to continue this investment will be deferred until the strategic plan is begun.

10. New Business

- a. Strategic Plan – The date for the retreat to begin the strategic planning process will be held on March 7, 2015 beginning at 9:00 a.m. Everyone agreed it would be nice to head out to dinner afterward.
- b. Logo Design – The Library Director presented several logo designs from Birgitta Millard for discussion. A number of concerns were raised with regard to color scheme, font and design. Larry Mannino offered to have some members of his staff look at them to critically assess how the designs fit within the Library’s mission – do they suggest the advancement of knowledge and learning? Do they connect the Library to the community in a real and tangible way? Do they communicate the historical significance of this Library? Will the logo will be adaptable across all applications in which the Library might want to use it? Larry Mannino will bring comments from his staff to the next meeting.

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

12. **Adjournment** --There being no further business before the Board, a motion to adjourn the meeting was made by Larry Mannino and seconded by Paula Hepner. The motion was unanimously approved and the meeting was adjourned at 8:32 p.m.

Next Trustee meeting: Monday, March 9, 2015 at 7 p.m. Next Friends of the Library meeting: Monday, March 23, 2015 at 7:00 p.m.

Respectfully submitted,
Paula J Hepner, Secretary

Approved on: _____