

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

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

Absent: ~~Corrine~~ Corinne Slade, Treasurer

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 revised Agenda that was distributed in advance of the meeting. A motion to adopt the revised agenda was made by Paula Hepner and seconded by Larry Mannino. The motion was unanimously approved.
3. **Public Expression** - There were no items for public expression.
4. **Audit** - *Al Coster, the Library's accountant, reviewed the audit his firm conducted for fiscal year 2014. Al Coster - As a consequence of being a small organization, the Library does not have the checks and balances in its fiscal operation that a large accounting department can have by segregating the duties of the finance staff. Al Coster reviewed the weaknesses inherent in having one person be responsible for all of the finances. Ways to minimize the Library's exposure were discussed and a decision will have to be made about how this should be tightened up. In all, the Library received the best report it could get, according to Al Coster. He reviewed the financial highlights in the report, such as how the Library's money is invested, what its revenues and expenses are, and favorably compared and contrasted the Library's financial picture now with what it was several years ago. A decision was made to continue setting aside \$10,000 each year to pay off the building loan. The Director informed Al Coster about the need for two audits next year because of the plan to change the Library's fiscal year from January 1 to December 31 to July 1 to June 30. Paula Hepner made a motion to approve the audited financial statements for the year 2015 which was seconded by Corinne Slade and was approved unanimously.*
5. **Approval of the Minutes** - The Secretary presented the minutes of the February 9, 2015 board meeting for review and approval. There being no corrections or additions, a motion to approve the minutes was made by Jo Anne Vitiello and seconded by Larry Mannino. The motion was unanimously approved.
6. **Financial Reports** - In the Treasurer's absence, 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 President stated that the Treasurer's report dated January 31, 2015 will be part of the information provided to the Library's auditor who, upon review of the 2015 financial records at the end of the year, will create an audited report which will then be voted upon by the Trustees. In accordance with Robert's Rules, no motion or second is required.
 - b. Multi-Fund Report - This report, dated January 31, 2015, was reviewed and discussed by the Trustees.
 - c. General Warrant Fund Treasurer's Report - After discussion, a motion to approve the General Warrant Fund Treasurer's Report dated March 9, 2015 was made by Paula Hepner and seconded by Alix Ninfo. The motion was unanimously approved.

- d. Capital Fund Warrant - -- After discussion, a motion to approve the Capital Fund Warrant dated March 9, 2015 was made by Paula Hepner and seconded by Jo Anne Vitiello. The motion was unanimously approved.
- e. Affirmation of Payroll - After discussion, a motion to affirm the payroll for the pay periods dated February 13, 2015 and February 27, 2015 was made by Larry Mannino and seconded by Jo Anne Vitiello. The motion was unanimously approved. The payrolls specifically approved were:
 - i. Gross Wages for February 13, 2015 were \$34,067.95
 - ii. Employer Taxes for February 13, 2015 were \$11,654.73
 - iii. Gross Wages for February 27, 2015 were \$34,443.12
 - iv. Employer Taxes for February 27, 2015 were \$11,671.72
- 7. **Director's Report** -- The Library Director presented her report with an addendum. Circulation and patron usage statistics were not available for this meeting due to the need for Wendy Reeve, prior to retiring, to train library staff and the Director on how the statistics for circulation of library materials are obtained. A motion to accept the Director's report dated March 2015 and include it as an attachment to the March minutes was made by Alix Ninfo and seconded by Paula Hepner. The motion was unanimously approved.
- 8. **Personnel Actions** -- The Director provided a report of a new hire effective 2/23/15 and a retirement effective 3/28/15. A motion to approve the Personnel Report dated March 9, 2015 was made by Jo Anne Vitiello, seconded by Alix Ninfo and unanimously approved.
- 9. **Friends of the Library** -- Janet Thompson, President of the Friends, delivered her annual report on activities of the Friends during 2014. Six art exhibits were sponsored, a book sale was held in August, four bus trips were organized, Books for five newborn Babies were purchased, and an open house was held during the holidays. A total of eighty one percent (81%) of the funds raised by the Friends was given to the Library for current operations.
- 10. **Committee Reports**
 - a. Benefits Committee -- Anne Howard, Chair, and Alix Ninfo - The President reported that the pension fund was up \$11,706.15 for the month of February 2015. The fund is up \$8,075.56 year to date (January 1 through February 28, 2015). The balance as of February 28, 2015 was \$422,986.71.
 - b. Policy Committee - Paula Hepner, Chair, and Cookie Slade -- The policy committee has a meeting scheduled for March 26, 2015 at 2pm to discuss other amendments to the bylaws that are under consideration.
 - c. Building and Grounds Committee -- Jo Anne Vitiello, Chair, and Larry Mannino -- The B&G committee was overcome by the extensive snowfall during the month and did not meet. The Committee hopes to schedule a meeting soon.
 - d. Nominating Committee - Cookie Slade, Chair, and Paula Hepner -- The Nominating Committee will be meeting to interview potential trustees to fill the seat held by Larry Mannino. Trustees and the Library Director were asked to submit names of potential candidates.
- 11. **Old Business**
 - a. Logo Design -- Larry Mannino reported on the analysis by his staff members and discussed the problem of communicating too much information which makes the logo too busy. They looked to a more futuristic approach of where the Library is going but their analysis took them in a more traditional direction that incorporated some modern aspects while preserving the

Library's signatures. Larry Mannino provided some artwork for the logo developer to consider as a possible direction for the design.

12. New Business

- a. Strategic Plan – The President extended her thanks to the Trustees who attended the first strategic planning retreat on March 7, 2015. The Director also offered her appreciation to those who came and contributed to the success of the program.
- b. Mariella Ostroski Presentation – The Library's Historian, Mariella Ostroski, gave a presentation on a small book of watercolors painted by Ovella Long. The originals are the property of the Library and in planning the Centennial, Ms. Ostroski thought this book of reproductions would be a fitting way to pay tribute to the artist and popularize her work. Ms. Ostroski proposed to print 5,000 copies to be sold at \$20.00 each. A motion to allocate \$6,000 to enable Ms. Ostroski to move forward with the final markup, editing and printing of the book was made by Anne Howard and seconded by Paula Hepner. The motion was unanimously approved.
- c. IT Services Consultant – The Director obtained three proposals for IT services after Wendy Reeve retires. The original sum budgeted for this service was \$20,000 a year and each of the proposals were in that ballpark. In reviewing the submissions, it was evident that one company spoke a clear language and gave a comprehensive explanation about the scope of their work. Another company, with an excellent reputation, submitted a proposal significantly above the budget limit and it did not appear to the Director that it was possible to negotiate the fee down. The third company received qualified references owing to the principal being overextended. A motion to contract with Fluid Imagery effective April 1, 2015 was made by Larry Mannino, seconded Paula Hepner and was approved unanimously.
- d. Proclamation for Wendy Reeve—The Director made a recommendation that the Library prepare a document to give to Wendy Reeve on March 28, 2015 at her retirement celebration which would recognize her contribution and service to the Library and congratulate her on her retirement. A draft proclamation was given to the Trustees for their comments. After discussion, a motion to approve the concept of preparing a document of this nature was made by Peter Zwerlein and seconded by Jo Anne Vitiello. Trustees were asked to submit suggestions for the final wording of the document to the Director by the end of the week.
- e. Fiscal Year Change – The Director reviewed the steps the Library will need to take to bring its fiscal year into sync with the school district. She has been in touch with the director of the Southold library where this was accomplished last year. To get this process underway, the Director asked the Trustees to approve the change and to authorize her to prepare a six month budget. A motion to approve changing the fiscal year to July 1 ~~to~~ through June 30 commencing ~~July~~ January 2016 was made by Paula Hepner, seconded by Peter Zwerlein and was approved unanimously. A motion to adopt an interim six (6) month budget for the period beginning January 1, 2016 and ending June 30, 2016 was made by Peter Zwerlein, seconded by Jo Anne Vitiello and was unanimously approved.
- f. Board Development – Peter Zwerlein opened a discussion about the American Library Association's division called "United for Libraries" which is an association of library trustees, advocates and friends who run a trustee academy and offer webinars for Trustees. There is a basic charge for joining but the membership covers all of the library's trustees. The cost is \$80/year for a group membership. An additional charge of \$225 is made for the academy. For another \$79 they offer "short takes" for trustees which are 8-10 minute webinars designed for showing during board meetings. The discussion focused on whether any of the Trustees thought they would use it if the library purchased it. Larry Mannino made a motion to join UFL and

subscribe to the trustee web training, up to a maximum of \$400. Jo Anne Vitiello seconded the motion and it was unanimously approved. Trustees were asked to keep a list of what each person views so that an evaluation of the program's utility can be made.

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

14. **Adjournment** --There being no further business before the Board of Trustees, a motion to adjourn the meeting was made by Alix Ninfo, seconded by Peter Zwerlein and was unanimously approved. The meeting was adjourned at 8:50 p.m.

Next Trustee meeting: Monday, April 13, 2015 at 7:00pm. Next Friends of the Library meeting: Monday, March 23, 2015 at 7:00pm.

Respectfully submitted,

Paula J Hepner, Secretary

Approved on: April 13, 2015