

CUTCHOGUE NEW SUFFOLK FREE LIBRARY
Board of Trustees, Minutes of the Regular Meeting
Monday, May 11, 2015 @ 7:00 p.m.

Present: Trustees Anne Howard, President; Larry Mannino, Vice President; Corinne Slade, Treasurer; Paula J. Hepner, Secretary; Jo Anne Vitiello, Alexandra Ninfo, Peter Zwerlein; Jennifer Fowler, Library Director

Absent: 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 6:59 p.m.
2. **Adoption of the Agenda** – The 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 Corinne Slade. The motion was unanimously approved.
3. **Public Expression** – Harold Shields, Connie Cross and BJ Smith attended the meeting. Harold Shields, a candidate for the Board of Trustees, attended the meeting to learn more about the Board. Connie Cross raised concerns about the Library’s landscaping contract being put out for bid. She reviewed her association with the Library, the work she has done over the past 20 years and her expectation that she would continue as the Library’s gardener. The Director explained that under the policies of the Library for any contract in excess of \$5,000 she is required to obtain and present 3 bids to the Board.
4. **Approval of the Minutes** – The Secretary presented the minutes of the April 13, 2015 board meeting for review and approval. As an inconsistency with regard to the spelling of Trustee Slade’s first name arose again, the minutes will need to be corrected. A motion to approve the minutes, as corrected, was made by Peter Zwerlein. The motion was seconded by Jo Anne Vitiello 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, particularly with respect to the expenses for landscaping, which was \$5179 for 2014, the President stated that the Treasurer’s report dated March 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 Board. In accordance with Robert’s Rules, no motion or second is required.
 - b. Multi-Fund Report – This report, dated March 31, 2015, was reviewed and discussed by the Trustees.
 - c. General Warrant – After discussion, a motion to approve the General Warrant dated May 11, 2015 was made by Paula Hepner and seconded by Peter Zwerlein. The motion was unanimously approved.
 - d. Affirmation of Payroll - After discussion, a motion to affirm the payroll for the pay periods dated April 11, 2015 and April 24, 2015 was made by Peter Zwerlein and seconded by Alix Ninfo. The motion was unanimously approved. The payrolls specifically approved were:
 - i. Gross Wages for April 10, 2015 were \$40,441.61.
 - ii. Employer Taxes for April 10, 2015 were \$14,331.08.
 - iii. Gross Wages for April 24, 2015 were \$31,321.94.
 - iv. Employer Taxes for April 24, 2015 were \$10,191.26.

6. **Director's Report** -- The Library Director presented her report which included an attachment giving the circulation and patron usage statistics for January 2015 through March 2015 and the Program Statistics for March 2015. The Director informed the Board of a donation of \$250.00 made in the memory of Virginia Suter. A motion to accept the Director's report dated May 2015 and include it as an attachment to the May minutes was made by Larry Mannino and seconded by Jo Anne Vitiello. The motion was unanimously approved.
7. **Personnel Actions** – The Director submitted a revised job description for the title “Personnel Clerk” who will assist the Business Manager and requested board approval to create this new position. A motion to approve the Personnel Report and adopt the recommendations made therein with regard to Personnel Clerk was made by Peter Zwerlein, seconded by Corinne Slade and was unanimously approved.
8. **Friends of the Library** - The Library Director gave the report on behalf of the Friends of the Library in Janet Thompson's absence. The Friends have experienced a good response to their membership drive and the April art exhibit was very successful. Two bus trips are planned for June and July. Fundraising through the sale of bricks will begin shortly. The Director reported that she is having discussions with the Friends to make the vestibule area between the two sets of sliding doors a dedicated area for them to use. It will give them visibility and an opportunity to encourage membership in the Friends. The book sale is scheduled for July 31-August 1 and work on that will begin soon.
9. **Committee Reports**
 - a. Benefits Committee –Anne Howard, Chair, reported that the pension fund was up \$2096.66 for the month of April and from January 1 to April 30, 2015 the fund was up \$7404.64. The fund balance as of April 30, 2015 is \$422,315.79.
 - b. Policy Committee - Paula Hepner, Chair, and Corinne Slade – The Policy committee submitted several amendments to the bylaws which will be voted on at this meeting.
 - c. Building and Grounds Committee – Jo Anne Vitiello, Chair, Larry Mannino and Peter Zwerlein – The Director reported on the 3 favorable references she received for Mark Schill of Lakeside Landscaping so work can begin on the wall pursuant to the vote taken last month. The committee reviewed the three bids obtained to maintain the Library's gardens. The committee has not yet received the report from the outside party who was asked to perform an analysis of the work that will be needed to maintain the facilities properly. The checklist of the routine maintenance that must be done annually is being developed by the committee.
 - d. Nominating Committee – Corinne Slade, Chair, reported that the Nominating Committee will be presenting two candidates for election in June but has yet to finalize the slate of officers.
10. **Old Business**
 - a. Bylaws Change – The proposed amendments to the bylaws that were submitted to the board last month were voted upon individually. A motion to approve bylaw 3A was made by Corinne Slade, seconded by Paula Hepner and unanimously approved. A motion to strike the word “those” from and otherwise approve bylaw 3B was made by Larry Mannino, seconded by Corinne Slade and was unanimously approved. A motion to approve bylaw 3C was made by Anne Howard, seconded by Paula Hepner and was unanimously approved. A motion to approve bylaw 3D was made by Paula Hepner, seconded by Corinne Slade and was unanimously approved. A motion to approve bylaw 4 was made by Paula Hepner and seconded by Corinne Slade. A unanimous nay vote resulted in the amendment being defeated. A motion to approve bylaw 6A was made by Corinne Slade, seconded by Larry Mannino and was unanimously approved. A motion to approve bylaw 7G was made by Anne Howard and seconded by Larry Mannino. A unanimous nay vote resulted in the amendment being defeated. A motion to approve bylaw 8A was made by Corinne Slade and seconded by Paula Hepner. A unanimous nay

vote resulted in the amendment being defeated. A dual proxy form was presented for the board's approval. A motion to delete the sentence "all business transacted at the meeting" and otherwise approve the proxy form was made by Paula Hepner, seconded by Anne Howard and unanimously approved.

- b. Strategic Plan & Plan of Service - The Director presented a second draft of the Plan of Service which incorporated any suggestions made by the trustees. A motion to accept the plan of service for the CNSFL was made by Jo Anne Vitiello, seconded by Larry Mannino and was unanimously approved.
- c. Logo Design – The Director presented 4 new logos proposed by Birgitta. In general the consensus was that each of them missed the mark. The Director will ask one or two Trustees to attend the next meeting she has with Birgitta.

11. New Business

- a. Landscaping Bids – The Director reviewed the money spent during 2014 for snow removal (\$7,185.00) and gardening (\$5,179.00). Three bids were received, including one from Connie Cross. The discussion of the bids centered on an inability to discern exactly what work would be done on the gardens and when. A motion made by Anne Howard to hire Connie Cross for the 2015 calendar year was seconded by Corinne Slade. With the understanding that her performance would be closely monitored by the Building and Grounds Committee (Peter Zwerlein specifically), the motion was unanimously approved.
- b. Director Conference Request – The Director requested approval to attend the American Library Association's Conference in San Francisco this year. A motion to approve her attendance with reimbursement for registration, travel, lodging, meals and miscellaneous expenses not to exceed \$2,000.00 was made by Peter Zwerlein, seconded by Alix Ninfo and was unanimously approved.
- c. Budget Vote Date – The Director announced that the date for the Library's budget vote will be changed to September 29, 2015. This will cover a six month budget for the period January 1 to June 30, 2016. A motion made by Larry Mannino to approve September 29, 2015 as the Library's Budget Vote Day was seconded by Paula Hepner and was unanimously approved.
- d. Budget Draft January 1 to January 30, 2016 - Copies of a draft budget were presented to the Trustees for their review. Although discussion of the contents was entertained, a vote is not needed at this point.

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 Larry Mannino and seconded by Corinne Slade. The motion was unanimously approved and the meeting was adjourned at 10:03 p.m.

Next Trustee meeting: Monday, June 8, 2015 at 7:00 p.m. Upcoming Friends of the Library meeting: Monday, May 18, 2015 at 7:00 p.m.

Respectfully submitted,
Paula J Hepner, Secretary

Approved on: _____