

**CUTCHOGUE NEW SUFFOLK FREE LIBRARY**  
**Board of Trustees, Minutes of the Regular Meeting**  
**Monday, July 13, 2015 @ 7:00 p.m.**

**Present:** Trustees Anne Howard, President; Alexandra Ninfo, Vice President; Corinne Slade, Treasurer; Paula J. Hepner, Secretary; Jo Anne Vitiello, Peter Zwerlein and Harold Shields; 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 was made by Harry Shields to add to the agenda, as Item #11b, a discussion about paying down the mortgages. The motion was seconded by Peter Zwerlein and passed by a unanimous vote. 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** – There were no items for public expression.
4. **Approval of the Minutes** – The Secretary presented the minutes of the June 8, 2015 board meeting for review and approval. Several typographical errors requiring corrections were brought to the Secretary’s attention (on page 2 Item #9b, on page 3, Item #10a and on page 3, Item #11b). A motion to approve the minutes as corrected was made by Jo Anne Vitiello and seconded by Corinne Slade. The motion was approved unanimously.
5. **Financial Reports** – The Library Director 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 May 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. The Director met with a new lawyer to discuss the Library’s options for getting the New Suffolk School District to remit the funds due to it in a timely fashion. Peter Zwerlein found an opinion discussing the consequences of making a written request for this money, as we have done in the past, and will supply copies to all of the Trustees for their review and assessment of whether this opinion applies to CNSFL.
  - b. Multi-Fund Report – This report, dated May 31, 2015, was reviewed and discussed by the Trustees.
  - c. General Warrant – After discussion, a motion to approve the General Warrant dated July 13, 2015 was made by Paula Hepner and seconded by Anne Howard. The motion was unanimously approved.
  - d. Capital Warrant - After discussion, a motion to approve the Capital Warrant dated July 13, 2015 was made by Harry Shields and seconded by Jo Anne Vitiello. For clarification, the Director explained the expenditure reported herein covers repairs to the sidewalk in the front, on the side and the corner of the ramp. The motion was unanimously approved.
  - e. Affirmation of Payroll - After discussion, a motion to affirm the payroll for the pay periods dated June 5 and June 19 was made by Peter Zwerlein and seconded by Paula Hepner. The motion was unanimously approved. The payrolls specifically approved were:
    - i. Gross Wages for June 5, 2015 were \$31,384.86
    - ii. Employer Taxes for June 5, 2015 were \$10,162.55

- iii. Gross Wages for June 19, 2015 were \$31,004.53
  - iv. Employer Taxes for June 19, 2015 were \$9,993.33
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 June 2015 and the Program Statistics for January through June 2015. Not included in the Director's report was a notice that Shamrock Trees gave an estimate of \$800.00 for "emergency reduction" pruning. She also reported that twelve tickets were sold for the Centennial thus far and distributed flyers for the Trustees to post or give out. The Director made contacts with local news programs to do stories about the library. A motion to accept the Director's report dated July 13, 2015 and include it as an attachment to the July minutes was made by Corinne Slade and seconded by Alix Ninfo. The motion was unanimously approved.
7. **Personnel Actions** – The Director submitted a report indicating the newly created position of Personnel Clerk was filled and that the person selected began on June 25. A motion to approve the Personnel Report was made by Harold Shields, seconded by Jo Anne Vitiello 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. Topics covered in Janet Thompson's report were membership statistics, the Centennial, shows in the art gallery, the upcoming book sale and the bus trips they organize.
9. **Committee Reports**
- a. Benefits Committee –Anne Howard, Chair, and Alix Ninfo – Anne Howard reported that the pension fund was down \$6,385.89 for the month of June. Year to date the fund was up \$3,744.45. The balance as of June 30, 2015 was \$418,655.60.
  - b. Policy Committee - Paula Hepner, Chair, and Corinne Slade – Paula Hepner reported they had a meeting on June 17, 2015 to discuss new changes to the library's policies related to library cards and borrowing privileges. The proposals are on the agenda as "new business." Another meeting is scheduled for July 24, 2015 to discuss the bylaw amendments that did not pass during the vote in May.
  - c. Building and Grounds Committee – Jo Anne Vitiello, Chair, and Peter Zwerlein – Jo Anne Vitiello reported they had a meeting on June 29, 2015. Peter Zwerlein created a list of things he noticed that require maintenance, such as trees that need pruning, leaves by the air ducts that need to be removed, and a fire escape that should be scraped and painted. The Director has asked for a bid to paint the fire escape. Peter Zwerlein noted that Connie Cross removed two trees – a crapemyrtle and a holly. Jo Anne Vitiello reported that the wall by the children's garden is cracked and in the future thought should be given to repairing it. It was noted that there are no gutters on the east side of the building so water run-off from the roof drains down. With the land sloping toward the building, the water heads directly to the foundation. Consideration should be given to leveling the land and installing gutters if that does not run afoul of the landmark status of the building. Alternatively, French drains to divert the water could be utilized. Peter Zwerlein showed the type of identification tags the Library can obtain to label the plants in the garden and asked for permission to purchase a larger size tag than originally discussed and agreement was reached on doing this. The final item of discussion was whether raised beds should be installed in the children's garden in the fall.
  - d. Nominating Committee – Corinne Slade, Chair, and Paula Hepner – Corinne Slade related there was nothing new to report since last month. She raised the issue of increasing the size of the board by two members and designating one of those slots for someone from the Friends. Corinne Slade will draft an email of the pros and cons for doing this and send to the Trustees for their views and opinions. The committee will then meet and discuss the various sentiments before making a recommendation to the Board.

**10. Old Business**

- a. Strategic Plan –The next strategic plan meeting is scheduled for July 23, 2015 at 6 p.m. A number of Trustees are unavailable that night. A request was made to find another date. The Director distributed information and materials about the proposed survey and asked each Trustee to study the information and reach a conclusion about what the Library should achieve through the survey process.
- b. Logo Design – Various new logo designs were presented and discussed. It would appear that with some further redesign, a consensus may be reached.

**11. New Business**

- a. Library Card Policies – The Policy Committee distributed changes to various sections of the Library Operations Handbook (page 6 - Circulation Services, pages 7-7.1 – Library Cards and page 8 – Lending Periods, Fines and Fees, and page 9, Borrowing Privileges). A recommendation was made to change the last bullet under “circulation records” so that it would be parallel to the previous ones. The change recommended was to strike “For the administration and operation of library activities” and substitute the phrase “administering library activities.” Peter Zwerlein made a motion to adopt the proposed revisions to the library’s operations handbook which was seconded by Alix Ninfo. The motion was approved unanimously.
- b. Financial Investment discussion – Harry Shields raised the possibility of paying off the building mortgage and obtaining an equity line of credit in exchange. The Director pointed out that this discussion is tied up with a proposal to create a finance committee, formulation of the Library’s strategic plan, and the Library’s financial policy. Paula Hepner commented that the creation of a finance committee would fulfill the requirement to have an audit committee under the Not-for-Profit Revitalization Act. A more extensive discussion of this topic will take place during the development of the strategic plan.

**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 Corinne Slade and seconded by Harry Shields. The motion was unanimously approved and the meeting was adjourned at 9:26 p.m.

Next Trustee meeting: Monday, August 10, 2015 at 7:00 p.m. Upcoming Friends of the Library meeting: Monday, July 27, 2015 at 7:00 p.m.

Respectfully submitted,  
Paula J Hepner, Secretary

Approved on: \_\_\_\_\_