

CUTCHOGUE NEW SUFFOLK FREE LIBRARY
Board of Trustees, Minutes of the Regular Meeting
Monday, August 10, 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 reviewed the Agenda that had been distributed in advance of the meeting. A motion to adopt the agenda as prepared was made by Paula Hepner and seconded by Peter Zwerlein. 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 July 13, 2015 board meeting for review and approval. There being no additions or corrections, a motion to approve the minutes was made by Harold Shields. The motion was seconded by Jo Anne Vitiello and 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 June 30, 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 June 30, 2015, was reviewed and discussed by the Trustees.
 - c. General Warrant – After discussion, a motion to approve the General Warrant dated August 10, 2015 was made by Anne Howard and seconded by Harold Shields. The motion was unanimously approved.
 - d. Capital Warrant - After discussion, a motion to approve the Capital Warrant dated August 10, 2015 was made by Jo Anne Vitiello and seconded by Alix Ninfo. The motion was unanimously approved.
 - e. Affirmation of Payroll - After discussion, a motion to affirm the payroll for the pay periods dated July 2, July 17 and July 31 was made by Paula Hepner and seconded by Alix Ninfo. The motion was unanimously approved. The payrolls specifically approved were:
 - i. Gross Wages for July 2, 2015 were \$32,112.60
 - ii. Employer Taxes for July 2, 2015 were \$10,426.84
 - iii. Gross Wages for July 17, 2015 were \$32,803.82
 - iv. Employer Taxes for July 17, 2015 were \$10, 494.66
 - v. Gross Wages for July 31, 2015 were \$33,139.71
 - vi. Employer Taxes for July 31, 2015 were \$10,593.84
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 July 2015 and the Program Statistics for January through July 2015. In addition to the items contained in her report, the Library Director

discussed the budget vote, which will take place on September 29, 2015 and the need for people to help with the process. She noted that a letter was received from the New Suffolk School District apologizing for the delay in sending the library's share of the tax levy funds. An email request was made by the Clerk of the New Suffolk School District asking the Library to change its budget vote date to the same day of the school budget vote. The Director gave an explanation for why this would not be possible. The Director also suggested that September 9 might be the best date to hold a meeting to discuss the survey. A motion to accept the Director's report dated August, 2015 and include it as an attachment to the August minutes was made by Corinne Slade and seconded by Alix Ninfo. The motion was unanimously approved.

7. **Friends of the Library** - The Library Director gave the report on behalf of the Friends of the Library in Janet Thompson's absence. The report covered their membership drive, planning of Centennial programs, scheduled arts shows in the gallery, outcome of the book sale and the future bus trips.

8. **Committee Reports**

- a. Benefits Committee – Anne Howard, Chair, reported that the pension fund was up \$5106.14 for the month of July. Year-to-date (January 1 through July 31, 2015) the fund was up \$8,850.59. The fund balance as of July 31, 2015 was \$423,761.74.
- b. Policy Committee - Paula Hepner, Chair, and Corinne Slade – The Policy held a meeting on July 24, 2015 to draft changes to the library's by-laws which will be presented for discussion under Old Business.
- c. Building and Grounds Committee – Jo Anne Vitiello, Chair, and Peter Zwerlein reported that the RPZ drain was installed. Connie Cross has labeled some of the plants and the first set of metal plant identifiers have been received. Lakeside Landscaping completed the installation of the new retaining wall. Slight damage occurred to the east corner of the wall which will be repaired. Fine Landscaping cleaned up the grounds and spread mulch on the eastside of the building next to the Garden. Treatment of the brown spots and crabgrass on the library lawn will be done. Shamrock Tree Service will be removing the overhanging tree limbs that need pruning and assessing shrubbery that may be diseased. Peter Zwerlein indicated he has received 30 plants labels and suggested a total of 150 would be needed to label everything in the gardens. He requested authorization to purchase an additional 50 plants stakes and labels. A motion to approve this purchase, made by Corinne Slade, was seconded by Harold Shields and passed by a unanimous vote.
- d. Nominating Committee – Corinne Slade, Chair, reported that she sent out an email discussing the reasons behind the committee's suggestion to increase the size of the board by 2 members. As she did not receive any comments from the Trustees, the pros and cons of this matter were discussed and the policy committee will take up the matter at its next meeting.

9. **Old Business**

- a. By-Law Changes – Proposed amendments to By-law # 7g and By-law # 8a were presented and discussed. Next month the proposed by-laws will be on the agenda for a vote.

10. **New Business**

- a. Committee Appointments – The President announced her decision to reorganize the existing committees and create a new committee (Finance). The following appointments are effective immediately:
 - i. Benefits Committee: Alix Ninfo, Chair, Anne Howard
 - ii. Policy Committee: Paula Hepner, Chair, Alix Ninfo
 - iii. Building and Grounds Jo Anne Vitiello, Chair, Peter Zwerlein

- iv. Nominating Committee: Corinne Slade, Chair, Jo Anne Vitiello
- v. Finance Committee: Harold Shields, Chair, Corinne Slade

b. **Development of an email mailing list** – Another way the Library can reach out to community members would be to create a mailing list that would be used to send out notices and other information to cardholders. The Director said this could be done using Library Aware, which is available through SCLS. New members coming in to apply for a library card would have the option to give an email address for this purpose. Existing cardholders could sign up online at the website or, after being asked by someone at the circulation desk, when they check out books or other materials. A motion to approve the development of a patron email mailing list was made by Peter Zwerlein and seconded by Paula Hepner. The motion was unanimously approved.

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 Peter Zwerlein and seconded by Alix Ninfo. The motion was unanimously approved and the meeting was adjourned at 8:55 p.m.

Next Trustee meeting: Monday, September 21, 2015 at 7:00pm.

Upcoming Friends of the Library meeting: Monday, September 28, 2015 at 7:00pm.

Respectfully submitted,
Paula J Hepner, Secretary

Approved on: _____