

CUTCHOGUE NEW SUFFOLK FREE LIBRARY
Board of Trustees, Minutes of the Regular Meeting
Monday, October 19, 2015 @ 7:00 p.m.

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

Absent: Trustees Peter Zwerlein & Harold Shields; 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 7:05 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 Jo Anne Vitiello and seconded by Cookie 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 September 21, 2015 Board meeting for view and approval. The Secretary was made aware of a typographical error. A motion to approve the minutes as corrected was made by Anne Howard. The motion was seconded by Cookie Slade 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 August 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 August 31, 2015, was reviewed and discussed by the Trustees. A corrected copy of the Multi-Fund Report for July 31, 2015 was distributed.
 - c. General Warrant –The Director mentioned the e-mail she sent describing the issue with a missing check discovered last month and asked if anyone had any further questions. She indicated that measures have been taken to prevent such an omission in the future. For clarity, the Director also explained that the checks numbered with a “2” are those created by ADP and the checks numbered with a “1” are those created by Peg Kaelin. After discussion, a motion to approve the General Warrant dated October 19, 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 October 19, 2015 was made by Paula Hepner and seconded by Anne Howard. The motion was unanimously approved.
 - e. Affirmation of Payroll - After discussion, a motion to affirm the payroll for the pay periods dated September 11 and September 25, 2015 was made by Jo Anne Vitiello and seconded by Paula Hepner. The motion was unanimously approved. The payrolls specifically approved were:
 - i. Gross Wages for September 11, 2015 were \$32,267.59.
 - ii. Employer Taxes for September 11, 2015 were \$10,343.71.
 - iii. Gross Wages for September 25, 2015 were \$31,709.04.
 - iv. Employer Taxes for September 25, 2015 were \$10,206.30.
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 September 2015 and the Program Statistics for January through September 2015. A request was made to include year-to-date totals in the current and prior year in addition to the annual totals already provided and the Director agreed to include a line for that number next month. The Director reported on a number of bids she has obtained to accomplish the improvements being worked on by the Buildings & Grounds Committee, which will be discussed below. The Director reviewed the

current status of ongoing projects --the plaque for Helen Gardner, the Time Capsule and the Survey. The time capsule will be buried on October 28, 2015 at 4pm and the Director asked the Trustees to attend if possible. The Director reminded everyone of the Trustee workshop for November 10, 2015 and asked the Trustees to let her know who is planning to attend. A motion to accept the Director's report dated October 19, 2015, 2015 and include it as an attachment to the October minutes was made by Jo Anne Vitiello and seconded by Paula Hepner. The motion was unanimously approved.

7. **Personnel Report** – The Director alerted the Trustees to a number of recent changes to the library staffing. She is interviewing for a part-time youth services librarian. A motion to accept the Personnel Report was made by Paula Hepner and seconded by Cookie Slade. The motion was unanimously approved.

8. **Committee Reports**

- a. Benefits Committee –Alix Ninfo reported that the pension was down \$5,474.97 for the month of September 2015. She also reported the fund is down \$11,258.06 year to date (January 1 through September 30, 2015). The fund balance as of September 30, 2015, was \$403,653.09. Anne Howard mentioned that some time has passed since the portfolio was examined and suggested that perhaps the finance committee might want consider choosing different funds to rebalance the library's position.
- b. Building and Grounds Committee – Jo Anne Vitiello, Chair, reported on projects that are underway: installing heated gutters, creating the Centennial Garden and repainting the parking lot lines. The Director has estimates from two companies for installation of the gutters and two for the parking lot lines and one more may be coming in for each project. Instead of waiting for a third bid, the Director recommended proceeding with Parkline for the parking lot lines. With respect to the Centennial Garden, the Board discussed the planned size, design and maintenance it will require. The issues concerning the garden were referred back to the committee to think more about the size, purpose, design, accessibility, users, elevated, etc. Jo Anne Vitiello mentioned that Peter Zwerlein had a discussion with Conni Cross about the plastic markers that had been used to preliminarily identify the plants in the gardens. As the rain washed the names of the plants off the stick, Peter Zwerlein and Conni Cross were attempting to find a more permanent method.
- c. Finance Committee – In Harold Shields's absence, Anne Howard reported that the committee has not been able to schedule a meeting and will continue trying.
- d. Nominating Committee – Corinne Slade, Chair, put forth a plan to begin the search for 2 candidates to join the Board of Trustees in the event there is approval for the by-law increasing the Board to nine members. The committee's report set forth the reasons a nine member Board would be preferable to the seven at present and urged passage of the by-law. Anne Howard announced Peter Zwerlein's impending move out of the district and what that would mean for the Nominating Committee's work and what impact having a larger number of new members would have on the Board.
- e. Policy Committee – Paula Hepner, Chair, announced that committee was presenting amendments to by-laws 3a, 7b, d, e, f, g and 8a for a vote. The committee also reviewed changes pertaining to comp time in the Employee Handbook that were presented by the Director. These changes will be voted upon under "new business."

9. **Old Business**

- a. Bylaw Changes -- Proposed changed to By-laws 3a, 7b, d, e, f and 8a were presented for a vote. As required, 2/3 of the existing board members were present in person. In addition, proxies were received by Anne Howard from Peter Zwerlein and Harold Shields. Peter Zwerlein's proxy was on the CNSFL form but Harold Shields's proxy was not. Accordingly, a determination was made that the President would only vote for Peter Zwerlein but not for Harold Shields
 - i. A motion to adopt By-law 3a was made by Cookie Slade and seconded by Paula Hepner. A roll call vote was taken: Anne Howard, Paula Hepner, Jo Anne Vitiello, Alix Ninfo, Cookie Slade and Peter Zwerlein voted yea. The motion was unanimously approved. As such, by-law 3a now

reads: **3. BOARD OF TRUSTEES a. The library shall be governed by a Board of Trustees. The Board shall consist of nine members, elected for terms of three years each. The length of the initial term of a new Trustee may be adjusted so that no more than three Trustees will be elected or reelected in any given year. Newly elected members will take office at the first meeting following their election.**

- ii. A motion to adopt By-law 7b was made by Paula Hepner and seconded by Alix Ninfo. A roll call vote was taken: Anne Howard, Paula Hepner, Jo Anne Vitiello, Alix Ninfo and Peter Zwerlein voted yea. Cookie Slade voted nay. The motion passed by a 5-1 vote. By-law 7b now reads: **7. MEETINGS b. A special meeting of the Board may be called at any time by the President or upon the request of four members for a specific purpose. No business may be transacted at such special meeting except the stated business.**
- iii. Because it was felt that the proposed revisions to By-laws 7g and 8a was not consistent with the wording of 7b, a motion to rescind the Board's vote on By-law 7b was made by Cookie Slade and seconded by Paula Hepner. A roll call vote was taken: Anne Howard, Paula Hepner, Jo Anne Vitiello, Alix Ninfo, Cookie Slade and Peter Zwerlein voted yea. The motion was unanimously approved. The Policy Committee was asked to draft new revisions to these sections and circulate them with sufficient notice to permit the Board to entertain discussion on them and vote at the November meeting.
- iv. A motion to adopt By-law 7d was made by Paula Hepner and seconded by Cookie Slade. The motion was approved unanimously. By-law 7d now reads: **7. MEETINGS d. The operating and financial reports for the previous year shall be presented at the regular meeting in September.**
- v. A motion to adopt By-law 7e was made by Paula Hepner and seconded by Jo Anne Vitiello. The motion was approved unanimously. By-law 7e now reads: **7. MEETINGS e. The preliminary budget for the subsequent fiscal year, required for submission to the school district voters, shall be presented at the regular meeting in January.**
- vi. A motion to adopt By-law 7f was made by Anne Howard and seconded by Cookie Slade. The motion was unanimously approved. By-law 7f now reads: **7. MEETINGS f. The final budget for the subsequent fiscal year shall be presented for approval at the regular meeting in February.**
- b. Strategic Plan – The fourth draft of the proposed survey was discussed. In particular issues were raised about how it would be mailed out and when as well as whether the Library was going to pay the return postage or give some incentives to get the surveys back. After discussing how best to get the greatest response from the patrons, the Director was asked to obtain information on whether the Library, as a not-for-profit corporation, can get a reduced rate for the return envelopes. A motion to approve the survey and authorize the Director to spend up to \$2000 to pay the postage on the return envelopes was made by Anne Howard and seconded by Cookie Slade. The motion was unanimously approved. The timetable now envisioned is to distribute the surveys by 11/2/15 and have them returned by 12/1/15.
- c. Website – As there were technical difficulties with the presentation the Director planned to show about the new website, this item was tabled until the November meeting.

10. New Business

- a. Employee Handbook Revisions – The Director presented certain revisions to the Employee Handbook that address compensatory time, its accrual and its usage. She explained the thinking behind these changes and entertained questions from the Trustees. A motion to approve change in comp time, set forth in the employee handbook at Paragraph 11(c) Work Schedules was made by Alix Ninfo and seconded by Paula Hepner. The motion was approved unanimously. Section 11(c) now reads: **11. Work Schedules, c. Compensatory (Comp) Time - i. Staff members are eligible to earn compensatory time with prior approval by the employee's Supervisor. Such time must be used within four weeks of the date it is earned. Requests to use comp time must be approved in advance by the employee's Supervisor. Whenever possible, a request to use compensatory time that coincides with a desk shift (either regularly scheduled or due to a previously scheduled staff absence) should be avoided. Accrual of comp time should be requested for tasks that are not typically completed during the regular week.**

- b. Adoption of the January-June Budget – The Director requested the Trustees vote to adopt the budget approved for the period from January 1 to June 30, 2016. A motion to enact the January 1-June 30, 2016 operating budget that was approved by voters on Tuesday, September 29, 2015, in the amount of \$803,582.89, beginning January 1, 2016 was made by Anne Howard and seconded by Jo Anne Vitiello. 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 Cookie Slade and seconded by Jo Anne Vitiello. The motion was unanimously approved and the meeting was adjourned at 9:59 p.m.

Next Trustee meeting: Monday, November 9, 2015 at 7:00pm.

Upcoming Friends of the Library meeting: Monday, November 23, 2015 at 7:00pm.

Respectfully submitted,
Paula J. Hepner, Secretary

Approved on: _____