

**CUTCHOGUE NEW SUFFOLK FREE LIBRARY**  
**Board of Trustees, Minutes of the Regular Meeting**  
**Monday, November 9, 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 & 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 Peter Zwerlein and seconded by Paula Hepner. 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 October 19, 2015 Board meeting for review and approval. As there were no corrections or additions, a motion to approve the minutes was made by Jo Anne Vitiello. 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 September 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 September 30, 2015, was reviewed and discussed by the Trustees.
  - c. General Warrant – After discussion, a motion to approve the General Warrant dated November 9, 2015 was made by Paula Hepner and seconded by Alix Ninfo. The motion was unanimously approved.
  - d. Affirmation of Payroll - After discussion, a motion to affirm the payroll for the pay periods dated October 9 and October 23, 2015 was made by Cookie Slade and seconded by Paula Hepner. The motion was unanimously approved. The payrolls specifically approved were:
    - i. Gross Wages for October 9, 2015 were \$32,093.50.
    - ii. Employer Taxes for October 9, 2015 were \$10,277.08.
    - iii. Gross Wages for October 23, 2015 were \$32,000.18.
    - iv. Employer Taxes for October 23, 2015 were \$10,292.64.
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 October 2015 and the Program Statistics for January through October 2015. The circulation and patron stats now include monthly comparisons with 2014 and a cumulative comparison with 2014. A new graph showing monthly and cumulative circulation statistics for the current and the prior year was provided for the first time. The Director reviewed the projects that have been completed – painting of the lines in the parking lot, shutting off of the sprinklers, maintenance of the HVAC system, burying of the Time Capsule – and the current status of ongoing projects --the plaque for Helen Gardner, another estimate for constructing the Children’s garden and seeking bids to reupholster the furniture. The Director presented the 2016 Holiday Schedule, Trustee Meeting schedule for 2016 and the proposed SCLS budget for 2016. The Director announced that the library was awarded “4-star status” from the *Library Journal*. The “*LJ* Index is a measurement tool that compares U.S. public libraries with their spending peers based on four per capita output measures: circulation, library visits, program attendance, and public Internet computer use.” New York has 39 star libraries, with ratings from 3 to 5 stars, and ranks first among the 41 states that have star libraries. The Director reminded everyone that the trustee workshop is November 10, 2015 and 2 trustees are expected to accompany the Director. A new format for the library’s newsletter has been finalized and the

Director gave the Board a preview. A motion to accept the Director's report dated November 9, 2015 and include it as an attachment to the November minutes was made by Harry Shields and seconded by Paula Hepner. The motion was unanimously approved.

7. **Personnel Report** – The Director reported that a new part-time Youth Services librarian trainee was hired. A motion to accept the Personnel Report was made by Peter Zwerlein and seconded by Cookie Slade. The motion was unanimously approved.
8. **Committee Reports**
  - a. Benefits Committee –Alix Ninfo reported that the pension fund was up \$18,019.71 for the month of October 2015. She also reported the fund is up \$6,761.65 year to date (January 1 through October 31, 2015). The fund balance as of October 31, 2015 was \$421,672.80.
  - b. Building and Grounds Committee – Jo Anne Vitiello, Chair, reported on projects and repairs that are underway and completed. The committee will be meeting to review options for chairs and the garden boxes.
  - c. Finance Committee – Harold Shields reported that the committee has not been able to set a meeting however since all the committee members were present, the meeting was scheduled to take place on Tuesday, November 17, 2015 at 6:30 p.m.
  - d. Nominating Committee – Corinne Slade, Chair, reported on the committee's efforts to identify candidates for the two new trustee vacancies created when the by-law increasing the number of board members was adopted. The Chair also asked each board member to provide names of potential trustees who they could contact. Candidates that were previously interested have been contacted to see if they have continuing ability to serve. There are a few names they are contacting and interviewing.
  - e. Policy Committee – Paula Hepner, Chair, announced the committee was presenting amendments to by-laws 7b, g and 8a for a vote.
9. **Old Business**
  - a. Bylaw Changes -- Proposed changed to By-laws 7b, 7g and 8a were presented for a vote. As required, 2/3 of the existing board members were present in person in order to take a vote on them.
    - i. A motion to adopt By-law 7b was made by Peter Zwerlein and seconded by Cookie Slade. A roll call vote was not taken because the motion passed by a unanimous 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 a simple majority of the existing Board for a specific purpose. No business may be transacted at such special meeting except the stated business.**
    - ii. A motion to adopt By-law 7g was made by Harry Shields and seconded by Anne Howard. A roll call vote was not taken because the motion passed by a unanimous vote. By-law 7g now reads: **7. MEETINGS g. A simple majority of the existing Board, present in person, shall constitute a quorum for the conducting of all business. If a quorum is not present at a regular meeting, the President shall set another meeting date within the same month and notify the Board members. For members who cannot attend the meeting, the CNSFL's proxy form may be submitted for specific issues to be voted upon. Proxies will not be counted for the purpose of determining a quorum.**
    - iii. A motion to adopt By-law 8a was made by Cookie Slade and seconded by Peter Zwerlein. A roll call vote was not taken because the motion passed by a unanimous vote. By-law 8a now reads: **8. AMENDMENTS a. Amendments to these By-Laws may be proposed at any regular meeting and shall be voted upon at the next regular meeting. Written notice of the proposed amendment or amendments shall be sent to all absent members at least ten days prior to the voting session. Two-thirds of the existing Board, present in person, shall be required to vote on any amendments to the By-laws. Approval of two-thirds of the board members, present in person or by proxy, shall be required for the adoption of an amendment.**
  - b. Strategic Plan & Survey – The Director reported the surveys are in the mail and on the website as well as the library's Facebook page. Survey Monkey keeps all the data in charts which they make available to

the survey designers. A mechanism will have to be created to integrate the results from the paper surveys returned to the library. The Director was asked what are the next steps in the strategic planning process to which she replied, “developing the financial piece, tabulating the survey data, obtaining staff feedback and other information about the library’s future.”

- c. New Website – The revitalization of the library’s website is nearing completion. The Director gave a presentation to show the design and content of the new website and how to navigate through it.

**10. New Business**

- a. 2016 SCLS Budget – The Director provided the trustees with copies of the 2016 Final SCLS Budget Packet that is being proposed. After a brief discussion, Peter Zwerlein made a motion to approve the proposed 2016 SLCS Budget. The motion was seconded by Cookie Slade and passed unanimously. The President was authorized to sign and submit the ballot on behalf of the Library.
- b. 2016 Holiday Schedule – The Director distributed a proposed schedule of library holidays for 2016. A motion to approve the proposed holiday schedule was made by Paula Hepner and seconded by Peter Zwerlein. The motion was passed unanimously.
- c. 2016 Board of Trustees Meeting Schedule – The Director distributed a proposed schedule of dates for the Board meetings in 2016. A motion to approve the proposed 2016 meeting schedule was made by Cookie Slade and seconded by Jo Anne Vitiello. The motion passed unanimously.
- d. Director’s Review – The President spoke about the Board’s obligation to work on a formal review and evaluation of the Director’s performance and distributed forms in advance of the meeting. She thanked everyone for returning them timely. She will synthesize everyone’s responses and present them for discussion in Executive Session next month.
- e. Change of Payroll Date – On behalf of the Business Manager, the Director asked the Board to approve distribution of the year-end payroll checks on December 30, 2015 because the first payroll date in 2016 falls on January 1, 2016 which is a holiday and the day before, December 31, 2016 is considered a holiday as well. Harry Shields made a motion to approve changing the January 1, 2015 payroll date to December 30, 2015. The motion was seconded by Alix Ninfo. The motion was approved unanimously.

**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 Harry Shields. The motion was unanimously approved and the meeting was adjourned at 8:40 p.m.

Next Trustee meeting: Monday, December 14, 2015 at 7:00 p.m.

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

Respectfully submitted,  
Paula J. Hepner, Secretary

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