

**CUTCHOGUE NEW SUFFOLK FREE LIBRARY**  
**Board of Trustees, Minutes of the Regular Meeting**  
**Monday, January 11, 2016 @ 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, Barbara Best , all @ 7:00 p.m., & @ 7:20 p.m. Richard Jordan; Jennifer Fowler, Library Director, Peg Kaelin, Business Manager

**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 7:01 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 Cookie Slade. The motion was unanimously approved.
3. **Public Expression** – Noreen McCarthy attended. There were no items for public expression.
4. **Approval of the Minutes** – The Secretary presented the minutes of the December 14, 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 Alix Ninfo and approved unanimously.
5. **Financial Reports** – The Treasurer and 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 November 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 November 30, 2015, was reviewed and discussed by the Trustees. Suggestions to revise the report to make it more user-friendly are being considered.
  - c. General Warrant – After discussion, a motion to approve the General Warrant dated January 11, 2016 was made by Harry Shields and seconded by Paula Hepner. The motion was unanimously approved.
  - d. Capital Warrant - After discussion, a motion to approve the Capital Warrant dated January 11, 2016 was made by Alix Ninfo and seconded by Paula Hepner. The motion was unanimously approved.
  - e. Affirmation of Payroll - After discussion, a motion to affirm the payroll for the pay periods dated December 4, December 18 and December 30, 2015 was made by Paula Hepner and seconded by Harry Shields. The motion was unanimously approved. The payrolls specifically approved were:
    - i. Gross Wages for December 4, 2015 were \$33,241.64.
    - ii. Employer Taxes for December 4, 2015 were \$10,639.09.
    - iii. Gross Wages for December 18, 2015 were \$33,611.25.
    - iv. Employer Taxes for December 18, 2015 were \$10,837.14.
    - v. Gross Wages for December 30, 2015 were \$37,986.84.
    - vi. Employer Taxes for December 30, 2015 were \$11,836.92.
6. **Friends of the Library Report** – The President of the Friends did not submit a report for this meeting.
7. **Director’s Report** -- The Library Director presented her report which included attachments giving the circulation and patron usage statistics for January 2015 through December 2015 and the Program Statistics for January through December 2015. The Director reported that \$400.00 in new donations had been received. In offering a resolution for the Board’s consideration regarding Northwest, the Director pointed out a typographical error in her request which incorrectly referred to a 402(b) plan instead of a 403(b) plan. The Director also requested approval of several motions necessary to continue the business operations of the library during 2016. A motion to accept the Director’s report dated January 11, 2016 and include it as an attachment to the January minutes was made by Cookie Slade and seconded by Barbara Best. The motion was unanimously approved.
8. **Committee Reports**

- a. Benefits Committee –Alix Ninfo, Chair, reported that the pension fund was down \$5,665.05 for the month of December 2015. She also reported the fund was down \$902.75 for the year (January 1 through December 31, 2015.) The fund balance as of December 31, 2015 was \$415,813.90.
- b. Building and Grounds Committee – Jo Anne Vitiello, Chair, reported the committee met on 12/23/15. Additional blank signs were purchased and new plant id signs will be installed in the spring. A new self-serve coffee machine will be installed once pricing for a dedicated water line can be obtained. Construction of the raised beds for the children’s garden by Fine Landscaping has been delayed. The committee will arrange a meeting with Steward Preservation Services regarding their proposal for a complete building analysis, and a meeting with A.R. Kropp & Sons to discuss the design and cost for shelving between the windows in the upstairs gallery to hold the historical collection. Richard Jordan offered to approach Al Krupski about whether grant money can be obtained for this purpose, and inquiries will be made of the Historical Council to see if they might donate some funds to support this.
- c. Finance Committee – Harry Shields, Chair, reported that a meeting of the committee is scheduled for Thursday 1/14/16 at 7 p.m.
- d. Nominating Committee – Cookie Slade, Chair, reported that Peter Zwerlein resigned from the Board of Trustees effective 1/11/16, leaving an unexpired term of 2.5 years. The Nominating Committee interviewed Noreen McCarthy and recommended that the Board elect her to fill this vacancy.
- e. Policy Committee – Paula Hepner, Chair, reported that a meeting will be scheduled in the next two weeks to begin work on revising the Library’s Operations Manual and other policies.

**9. Old Business**

- a. Strategic Plan – The Director reminded the Trustees that March 12, 2016 was chosen for the meeting to continue working on the strategic plan. The two hour meeting will begin at 10 a.m. The Director will discuss the results of the survey and create a schedule of further meeting dates for completing this process.

**10. New Business**

- a. Opening Motions – A resolution to reauthorize certain contracts and accounts essential for the transaction of business by the Cutchogue New Suffolk Free Library was presented by the Director. After discussion, a motion was made by Harold Shields to approve the opening motions resolution of the Cutchogue New Suffolk Free Library dated January 11, 2016. The motion was seconded by Cookie Slade and was unanimously approved.
- b. Northwest Resolution – A resolution authorizing certain individuals to give instructions to Northwest Bank for administering the library’s 403(b) plan was presented by the Director. After discussion, a motion to approve the Northwest resolution and authorize the Board President to sign it was made by Paula Hepner and seconded by Richard Jordan. The motion was approved unanimously.
- c. July 1, 2016-June 30, 2017 Budget Presentation – Since the inception of the tax cap, this Library has submitted budgets and requested increases that were in compliance with the tax cap. Two budget proposals were presented by the Director, one that continues the library’s reliance on transfers from the library’s fund balance to cover expenses (an approximate increase of 1.25% of the 2015 budget) and a second one that relies on tax levy funds to cover the library’s operating costs without depleting the library’s fund balance (an approximate increase of 9% of the 2015 budget). Neither budget provides any money for salary increases for the staff which would mean a double blow for staff members who live in the district. The Director reported on her conversation with Kevin Verbese, Director at Suffolk Cooperative Library System, who felt that the library should end the practice of using fund balances to cover operating expenses. The Board discussed each of these budgets and decided that before any of these hard decisions can be made, more information is needed. The Board asked the business manager to prepare, for the February meeting, (1) housing assessments for properties in 3 price ranges and the corresponding tax increase each would receive were either budget to be accepted, and (2) what the budget would look like if taxpayers were presented with a budget increase that was more in line with

inflation (2-3%) rather than a 9% increase, and over how many years would it take to bring an end to using fund balances to help meet operating costs.

- d. Trustee Vacancy - Noreen McCarthy was proposed by the Nominating Committee to complete Peter Zwerlein's term of office from February 2016 to June 2016. The President asked if there were any nominations from the floor. Hearing none, the President closed the nominations and called the question. By a unanimous vote, Noreen McCarthy was elected. Anne Howard indicated she would call and inform her.
- e. Library Advocacy Day – The Board entertained the Director's request to approve reimbursement of her expenses to attend library advocacy day in Albany. Paula Hepner made a motion to approve the attendance of the library director, Jennifer Fowler, at library advocacy day in Albany, with reimbursement for registration, travel, lodging, meals and miscellaneous expenses not to exceed \$500.00. The motion was seconded by Harry Shields and 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 Peter Zwerlein. The motion was unanimously approved and the meeting was adjourned at 9:08 p.m.

Next Trustee meeting: Monday, February 8, 2016 at 7:00pm.

Upcoming Friends of the Library meeting: Monday, January 25, 2016 at 7:00pm.

Respectfully submitted,  
Paula J. Hepner, Secretary

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