

**CUTCHOGUE NEW SUFFOLK FREE LIBRARY**  
**Board of Trustees, Minutes of the Regular Meeting**  
**Friday, February 12, 2016 @ 7:00 p.m.**

**Present:** Trustees Anne Howard, President; Alexandra Ninfo, Vice President; Paula J. Hepner, Secretary; Harold Shields, Barbara Best, Richard Jordan & Noreen McCarthy; Library Director: Jennifer Fowler

**Absent:** Trustees Corinne Slade and Jo Anne Vitiello; Janet Thompson, President of the Friends of the Library

1. **Call to Order** – Due to the snowstorm on Monday, February 8, 2016 resulting in the closure of the library, the Board meeting was postponed to February 12, 2016. As a quorum was present, the meeting was called to order by the President at 7:00 p.m.
2. **Adoption of the Agenda** – The President reviewed the Agenda that had been distributed in advance of the meeting. Jennifer Fowler asked to include under New Business a section (9)(e) to address an issue that came up with regard to the Library’s budget vote date, which the President accepted. A motion to adopt the agenda as amended was made by Noreen McCarthy and seconded Alix Ninfo. 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 January 11, 2016 Board meeting for review and approval. As there were no corrections or additions, a motion to approve the minutes was made by Richard Jordan. The motion was seconded by Harry Shields and was approved unanimously.
5. **Financial Reports** – In the absence of the Treasurer, 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 December 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. The library ended the year 4% under budget, as only 96% of its budget was spent. This was attributed to the receipt of \$99,000 in donations and the Board having decided not to advance payment of \$10,000 toward the mortgage. In accordance with Robert’s Rules, no motion or second is required with regard to the General Fund report.
  - b. Multi-Fund Report – This report, dated December 31, 2015, was reviewed and discussed by the Trustees. Suggestions to revise the report to make it more user-friendly are under consideration.
  - c. General Warrant – After discussion, a motion to approve the General Warrant dated February 8, 2016 was made by Harry Shields and seconded by Noreen McCarthy. The motion was unanimously approved.
  - d. Affirmation of Payroll - After discussion, a motion to affirm the payroll for the pay periods dated January 15 and January 29, 2016 was made by Noreen McCarthy and seconded by Richard Jordan. The motion was unanimously approved. The payrolls specifically approved were:
    - i. Gross Wages for January 15, 2016 were \$33,605.52.
    - ii. Employer Taxes for January 15, 2016 were \$11,487.96.
    - iii. Gross Wages for January 29, 2016 were \$33,293.71.
    - iv. Employer Taxes for January 29, 2016 were \$11,382.03.
6. **Director’s Report** -- The Library Director presented a report dated February 8, 2016 which included attachments giving the Circulation and Patron usage statistics for January 2016 and also the Program Statistics for January 2016. She discussed the donations and correspondence she received during January. Performance evaluations for the staff were completed by the Director who noted they were excellent overall. After asking other libraries for copies of their employee evaluation forms, the Director developed her own instrument to review employee performance. She shared her form with all of the libraries on the East End and many subsequently decided to use it. The Director expects the new website to be up and running by next week. Paula Hepner made a motion to accept the Director’s Report with its attachments, dated February 8, 2016, and include it as an attachment to the February minutes. The motion was seconded by Alix Ninfo and was unanimously approved.

7. **Personnel Report** – The Director submitted a report indicating that a part-time page was hired. This is a new position, not a replacement. Barbara Best made a motion to approve the Personnel Report. The motion was seconded by Noreen McCarthy and was approved unanimously.

8. **Committee Reports**

- a. Benefits Committee –Alix Ninfo reported that the pension fund was down \$10,252.83 for the month of January 2016 and also for the year (January 1 through January 31, 2016). The fund balance as of January 31, 2016 was \$405,561.07.
- b. Building and Grounds Committee – In Jo Anne Vitiello’s absence, the Director gave the Committee’s report. She reported the Committee is working on several repair projects. Repairs were made to the elevator during January but the company had to return in February to redo it. A quote from Gregg Kropp for the gallery shelving and furniture has not been received. There is loose siding on the front of the building and the Director is in the process of finding someone to repair it. The HVAC system is not working correctly. Sporadically and unpredictably it shuts down and needs to be restarted. All staff have been trained in how to do this. Kolb came to look at the system and said the fan’s motor needed to be replaced. When Kolb came to install the part they had ordered, they did not have the special tool that is needed to do this. The tool has been ordered. The Committee will be having another meeting during February to discuss other pending and new issues.
- c. Finance Committee – Harry Shields, Chair, reported that the Committee is discussing the term of the Defined Benefit Plan which may be overfunded. A decision was reached in the Library’s accounting, to separate the bequests the library receives from taxpayer money. Peg Kaelin was complimented for producing a very useful cash flow report. The Committee recommended that the contingency CD which is soon to be rolled over, should not be renewed as the interest received on that money is too low. The Committee further recommended that the Board wait until a finance manager is hired who can advise the Board on where best to put that money.
- d. Nominating Committee – In Cookie Slade’s absence, there was no report from this Committee.
- e. Policy Committee – Paula Hepner, Chair, reported that the Committee met and began work on several sections of the Employee Handbook and the Library Operations Manual. A variety of revisions to these documents will be presented for discussion and approval under New Business.

9. **New Business**

- a. SCLS Trustee Ballot – The Director distributed ballots to be used for electing a Trustee to represent the Towns of Southold and Riverhead on the Suffolk Cooperative Library System (SCLS) Board. Barry Latney, from Greenport is the only candidate running for the seat vacated by Edward F. Flaherty. To be in compliance with the SCLS Bylaws, each member library has five votes to cast on or before March 4, 2016. Five Trustees voted by paper ballot and the Director will submit them to SCLS.
- b. Contingency CD – The Board discussed whether to renew the Contingency CD held at SCNB in the amount of \$47,170.65 which is due for roll-over on 2/18/16. The CD is earning a miniscule sum of interest (.60%). The Finance Committee discussed this and recommended that the Library not renew the CD and hold off reinvesting the money until the Committee explores the possibility of putting the proceeds into a higher interest bearing investment. A question was raised about why this CD is referred to as a “contingency” CD and the Director was asked to ascertain if there are any restrictions that might prevent its not being renewed. Anne Howard made a motion to not renew the Contingency CD in the amount of \$47,170.65 when it matures on 2/18/16. The motion was seconded by Paula Hepner and approved unanimously. The Finance Committee will report next month on what options there are for reinvesting the money.
- c. Policy Amendments – The Policy Committee presented the following changes to the Library’s working documents, which were voted upon individually and approved by the Board.
  - i. In the Employee Handbook:
    - 1. Page 4 – Introduction – A motion to approve the proposed change was made by Richard Jordan and seconded by Noreen McCarthy. The motion was unanimously approved.

2. Page 19 –Miscellaneous – A motion to approve the proposed change was made by Richard Jordan and seconded by Barbara Best. The motion was unanimously approved.
- ii. In the Operations Handbook:
  1. Page 3 - Introduction, overview, mission statement - A motion to approve the proposed change was made by Harry Shields and seconded by Noreen McCarthy. The motion was unanimously approved.
  2. Page 3.1 - Plan of service - A motion to approve the proposed change was made by Anne Howard and seconded by Barbara Best. The motion was unanimously approved.
  3. Page 34 - Patron conduct - A motion to approve the proposed change was made by Alix Ninfo and seconded by Richard Jordan. The motion was unanimously approved.
  4. Page 37 – Cellular Phone and Pager Policy – This section is being deleted because the subject matter was incorporated into Patron Conduct.
  5. Page 38 - Unattended Child Policy - A motion to approve the proposed change was made by Barbara Best and seconded by Anne Howard. The motion was unanimously approved.
  6. Page 40 - Schedule of Operations - A motion to approve the proposed change was made by Noreen McCarthy and seconded by Harry Shields. The motion was unanimously approved.
10. July 1, 2016-June 30, 2017 Budget – The Director reported that she called the Mattituck Cutchogue School District to find out when the last day we have to approve our budget and was told the Library needed to submit its approved budget in time for their board meeting on Thursday, Feb 11, 2016. The Director discussed this with a variety of people before calling the school district again to reschedule the Library’s budget vote to June 7, 2016. In order to hold the Library’s budget vote then, the Library’s budget must be submitted to the school district by March 17 in order to get the legal notices out 45 days in advance. Three budget options were discussed in terms of the Library’s goals, their feasibility and their long-term implications. All of the options included a 1.5% wage increase for the staff and nothing else but what is absolutely necessary. Proxies were received by Anne Howard of behalf of Jo Anne Vitiello and by Paula Hepner on behalf of Cookie Slade. Anne Howard made a motion to approve Option 1 which would require piercing the tax cap by seeking an increase in tax levy funds for a budget in the amount of \$1,603,965 from July 1, 2016-June 30, 2017. The motion was seconded by Richard Jordan. The motion passed by a vote of 5 to 2. Voting in favor of the motion were Anne Howard, Alix Ninfo, Cookie Slade (by proxy), Jo Anne Vitiello (by proxy), Barbara Best and Noreen McCarthy. Voting against the motion were Paula Hepner and Harry Shields. A second motion to approve changing the date for the Library’s budget vote to June 7, 2016 was made by Noreen McCarthy and seconded by Paula Hepner. The motion was unanimously approved.
11. **Executive Session** - A motion was made by Anne Howard at 9:30 p.m. to enter into executive session for the purpose of discussing personnel matters. The motion was seconded by Richard Jordan and approved unanimously. The Director informed the Board of a complaint by one employee against another. She explained the procedure she followed with regard to the situation and provided the Board with copies of the letter she wrote to memorialize the actions she took. A motion to move out of Executive Session was made by Barbara Best and seconded by Harry Shields. The motion was unanimously approved at 9:42 p.m.
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 Noreen McCarthy and seconded by Barbara Best. The motion was unanimously approved and the meeting was adjourned at 9:42 p.m.

Next Trustee meeting: Monday, March 14, 2016 at 7:00 pm.

Upcoming Friends of the Library meeting: Monday, February 22, 2016

Respectfully submitted,  
Paula J. Hepner, Secretary

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