

CUTCHOGUE NEW SUFFOLK FREE LIBRARY
Board of Trustees, Minutes of the Regular Meeting
Monday, March 14, 2016 @ 7:00 p.m.

Present: Trustees Anne Howard, President; Alexandra Ninfo, Vice President; Corinne Slade, Treasurer; Paula J. Hepner, Secretary; Jo Anne Vitiello, Harold Shields, Barbara Best, Richard Jordan and Noreen McCarthy; Library Director: Jennifer Fowler; 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 7:02 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 was made by Paula Hepner and seconded Jo Anne Vitiello. The motion was unanimously approved.
3. **Public Expression** – There were no items for public expression.
4. **Announcement** – The President read a letter of resignation from Alix Ninfo, effective March 14, 2016.
5. **Approval of the Minutes** – The Secretary presented the minutes of the February 12, 2016 Board meeting for review and approval. As there were no corrections or additions, a motion to approve the minutes was made by Noreen McCarthy. The motion was seconded by Barbara Best and was approved unanimously.
6. **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** – The Director reported the Library has expended 13% of its budget for the first two months of period from January to June 2016. Two checks were received from Mattituck School District. There will be no funds coming in from the school district at the start of the new fiscal year in July 2016. The increased cost of international faxing was raised and what steps can be taken to control that expense. Inquiry was made about whether the machine can be blocked for international faxing or, alternatively, whether the machine can be moved to a place behind the desk. The Director will report back next month. After discussion, the President stated that the Treasurer’s report dated January 31, 2016 will be part of the information provided to the Library’s auditor who, upon review of the 2016 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 with regard to the General Fund report.
 - b. **Multi-Fund Report** – This report, dated January 31, 2016, was reviewed and discussed by the Trustees. The Business Manager prepared a revised Multi-Fund report for December 31, 2015 to reflect two outstanding checks under disbursements. The Board was informed that Hudson City Bank was purchased by M&T Bank and that the Library’s accounts maintained at Hudson City will be transferred. The Director reported on an inquiry she made to Suffolk County National Bank regarding the word “contingency” as it relates to the CD held with them. The Director explained there were no conditions attached to the CD with SCNB to prevent the Library from not renewing it when it matured in February. Due to a misunderstanding, SCNB was not notified of the Board’s decision last month to take the money out of the CD and put it into a general account until the Finance Committee identifies a place to invest the funds with a more lucrative return. Cookie Slade made a motion that the Director find out whether the CD at SCNB was rolled over and if so, the cost to terminate the CD and deposit the proceeds, less any penalties imposed, in M&T Bank. The Director shall not renew the CD if the penalties exceed \$50.00. Anne Howard seconded motion and it was approved unanimously. Suggestions to revise the multi-fund report to make it more user-friendly will be presented to the Board at the April meeting.
 - c. **General Warrant** – The Business Manager distributed a revised General Fund Warrant for February 8, 2016 to adjust for an incorrect check number and to correct entries related to ADP and SCNB Mortgage/Loan. In addition, the General Warrant dated March 14, 2016 was presented. After discussion, a motion to approve the General Warrant dated March 14, 2016 was made by Harry Shields and seconded by Richard Jordan. The motion was unanimously approved.

- d. Affirmation of Payroll - After discussion, a motion to affirm the payroll for the pay periods dated February 12 and February 26, 2016 was made by Paula Hepner and seconded by Richard Jordan. The motion was unanimously approved. The payrolls specifically approved were:
 - i. Gross Wages for February 12, 2016 were \$34,161.85.
 - ii. Employer Taxes for February 12, 2016 were \$11,822.74.
 - iii. Gross Wages for February 26, 2016 were \$33,877.57.
 - iv. Employer Taxes for February 26, 2016 were \$11,634.87.
7. **Friends of the Library** – Janet Thompson, President of the Friends, gave a report reviewing the highlights of the centennial year and describing the group’s plans for the coming year. The membership drive, the brick sale and the 7 art shows were extremely successful endeavors. The financial condition of the Friends is sound. The Book Sale only netted \$4,507.00 last year but despite this, a decision was made to continue it in 2016. Beginning this year, a member of the Library staff will assume responsibility for organizing and administering the bus trips instead of the Friends. Five books were purchased during 2015 for the “Book for Babies” project. The Friends will begin soliciting memberships earlier this year in the hope they will maintain the increase in donations received in 2015. The Holiday open house will be continued in 2016. During 2015, the Friends gave a total of \$16,722.00 to the Library for Adult, Teen and Children’s programming, the newsletter, budget mailings, the annual staff recognition dinner and the holiday open house. The President congratulated Janet Thompson for the work of the Friends and her leadership of the group. Janet Thompson expressed her appreciation to Jennifer Fowler for her assistance and support.
8. **Director’s Report** -- The Library Director presented a report dated March 14, 2016 which included attachments giving the Circulation and Patron usage statistics for February 2016 and also the Program Statistics for January through December 2015 and 2014 along with comparative program stats for January – February 2016. The Director reported on her trip to Albany in connection with library advocacy efforts with regard to the upcoming budget. She discussed the donations and correspondence she received during February and briefly reviewed the updates from the department heads. The Director reminded the Board that the Strategic Plan meeting is scheduled for Saturday, March 26, 2016 at 10:00 a.m. In preparation for this, the Director is working with staff member, Ann Sledjeski, to interpret and present the data collected from the Library’s Community Survey at the Strategic Plan Meeting. Cookie Slade made a motion to accept the Director’s Report with its attachments, dated March 14, 2016, and include it as an attachment to the March minutes. The motion was seconded by Nora McCarthy and was unanimously approved.
9. **Committee Reports**
 - a. Benefits Committee –Alix Ninfo, Chair, reported that the pension fund was up \$958.96 for the month of February 2016 but was down \$9,293.87 year-to-date (January 1 through February 29, 2016). The fund balance as of February 29, 2016, was \$406,520.03.
 - b. Building and Grounds Committee – Jo Anne Vitiello, Chair, gave the Committee’s report. She discussed the condition of the siding on the front of the building and the quote received from GSM for \$11,600. Former Trustee, Peter Zwerlein, offered to finish the plant labeling project in the spring. The Director is still searching out shelving and furniture for the Gallery. The Chair discussed some ideas to update the staff bathroom and replace the locks on the staff cubbies. The box for the raised bed in the Children’s garden has arrived and next week the soil will be added. The Library is working with the Edible School garden group to get this project underway.
 - c. Finance Committee – Harry Shields, Chair, reported that they will be meeting Friday April 1, 2016.
 - d. Nominating Committee – Cookie Slade, Chair, raised for discussion the question of whether to fill Alix Ninfo’s vacancy now instead of July. It appears to be to the Library’s benefit that the term be filled now rather than waiting until the term is over. Cookie Slade mentioned there is a person under consideration for the slot and two other names were suggested at the meeting. The sense of the Board was to proceed now with interviewing the candidates and making a selection soon. The President asked the Nominating Committee to look at all officers and the transition coming in June.

- e. Policy Committee – Paula Hepner, Chair, reported that the Committee will be meeting on the Ides of March to continue its work on several sections of the Employee Handbook and the Library Operations Handbook.

10. **New Business**

- a. Committee Assignments – The President announced the membership on the Library’s committees for the 2016 calendar year:
 - i. Policy Committee - Paula Hepner, Chair, Noreen McCarthy
 - ii. Benefits Committee - Richard Jordan, Chair
 - iii. Finance Committee - Harry Shields, Chair, Cookie Slade, Barbara Best
 - iv. Building & Grounds - Joanne Vitiello, Chair, Richard Jordan
 - v. Nominating Committee - Cookie Slade, Chair, Jo Anne Vitiello
 - b. The New York State Annual Report – The Director prepared the 2015 Annual Report for Public and Association Libraries with the assistance of Rosemary Martilotta. The Director presented the major findings from this year’s data (what aspects of the Library’s services show increases and those showing declines) and compared the 2015 data with prior years. This data will be used during the Board’s discussions at the next strategic plan meeting. A motion to accept the annual report was made by Paula Hepner. Richard Jordan seconded and the motion was approved unanimously.
 - c. Siding Quotes –Elaborating on the discussion about the siding on the front of the Library facing Case’s Lane that needs to be replaced, the Director reviewed the nature and extent of the work to be done. She presented the details of the quote received from GSM and a new one received from Ludlow Homes for \$9100.00. She is awaiting a third quote. Richard Jordan suggested two additional names of tradespeople the Director might contact. The Director will also ask each for a quote to do power washing and sealing.
11. **Executive Session** - A motion was made by Richard Jordan at 8:29 p.m. to enter into Executive Session for the purpose of discussing a personnel matter that arose on February 20, 2016 and involved one of the Library’s full time employees. The motion was seconded by Paula Hepner and approved unanimously. The Director described fully the nature of the employee’s behavior and conduct and the steps she took to memorialize the incident in the employee’s personnel record. The Director stated her belief that this incident was sufficiently serious to warrant disciplinary action and discussed the measures she believed were available to both herself, as the administrator, and to the Board of Trustees. The Board reviewed the available options and settled upon a course of action. Paula Hepner made a motion to proceed in accordance with the terms and conditions of the draft employee probation agreement (with the changes suggested this evening by members of the Board) and seconded by Harry Shields. The motion was unanimously approved. The Director was asked to contact the Library’s attorney and provide him with the information and documents related to this incident and request his review and opinion. A motion to move out of Executive Session was made by Paula Hepner and seconded by Richard Jordan. The motion was unanimously approved at 9:50 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 Cookie Slade. The motion was unanimously approved and the meeting was adjourned at 9:51 p.m.

Next Trustee meeting: Monday, April 11, 2016 at 7:00pm.

Upcoming Friends of the Library meeting: Monday, March 21, 2016 at 7:00pm.

Respectfully submitted,
Paula J. Hepner, Secretary

Approved on: _____