

CUTCHOGUE NEW SUFFOLK FREE LIBRARY
Board of Trustees, Minutes of the Regular Meeting
Monday, April 11, 2016 @ 7:00 p.m.

Present: Trustees Anne Howard, President; Corinne Slade, Treasurer; Paula J. Hepner, Secretary; Jo Anne Vitiello, Harold Shields, and Richard Jordan; Library Director: Jennifer Fowler

Absent: Trustees Noreen McCarthy and Barbara Best; 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 6:58 p.m.
2. **Adoption of the Agenda** – The President reviewed the Agenda that had been distributed in advance of the meeting. Cookie Slade asked to add an item under new business for the election of a new Trustee. There was no objection to amending the agenda. A motion to adopt the revised agenda was made by Cookie Slade and seconded Paula Hepner. The motion was unanimously approved.
3. **Public Expression** – There were no items for public expression. Sara Campbell attended the meeting as a prospective Trustee.
4. **Approval of the Minutes** – The Secretary presented the minutes of the March 14, 2016 Board meeting for review and approval. As there were no corrections or additions, a motion to approve the minutes was made by Harry Shields. The motion was seconded by Richard Jordan and was 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 February 29, 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 February 29, 2016, was reviewed and discussed by the Trustees. The Director noted the new format for this report which is hoped to be more user friendly than the prior one.
 - c. General Warrant – After discussion, a motion to approve the General Warrant dated April 11, 2016 was made by Paula Hepner and seconded by Harry Shields. The motion was unanimously approved.
 - d. Affirmation of Payroll - After discussion, a motion to affirm the payroll for the pay periods dated March 11 and March 25, 2016 was made by Richard Jordan and seconded by Jo Anne Vitiello. The motion was unanimously approved. The payrolls specifically approved were:
 - i. Gross Wages for March 11, 2016 were \$33,486.07.
 - ii. Employer Taxes for March 11, 2016 were \$11,133.95.
 - iii. Gross Wages for March 25, 2016 were \$33,386.37.
 - iv. Employer Taxes for March 25, 2016 were \$10,971.77.
6. **Director’s Report** -- The Library Director presented a report dated April 11, 2016 which included attachments giving the Circulation and Patron usage statistics for January through March 2016 and also the annual data for 2015 for comparison purposes. The Director also distributed the Program Statistics for January through March for 2016 that included totals for 2015. The statistics demonstrate an uptick in the number of items downloaded from the internet and the WiFi usage which may be the result of improved WiFi reception throughout the building and parking lot. Additionally there has been an increase in requests by public groups to use the Library space. With regard to the CD held at SCNB, the Director reported that a fee of \$22.50 is associated with closing out that CD. The funds will be deposited to the Library’s general account at M&T Bank upon completion of the necessary paperwork. The Library has yet to receive its share of the tax levy money issued to New Suffolk. The Director sent a letter to New Suffolk Common School asking for payment. The Director distributed copies of the audited financial statements for 2015 in preparation for the Library’s accountant, Al Coster, giving his

presentation to the Board. A leak in the roof appeared during the heavy rains last week and R.W. Mulligan was contacted. He is expected to come and repair it. The Director will inquire about whether the roof, which is less than two years old, is under warranty. The Director also provided the Board with copies of a draft for the budget mailer that will be sent out to the community before the budget vote day. May 24, 2016 at 6 p.m. is the day for the public hearing on the Library's budget request. The Trustees were urged to come and support the Director's presentation. The Director reported receiving a note of thanks from Girl Scout troop 156. The Director reported she will be on vacation from April 23 to April 30. Rosemary Martilotta will be in charge. Cookie Slade made a motion to accept the Director's Report with its attachments, dated April 11, 2016, and include it as an attachment to the March minutes. The motion was seconded by Paula Hepner and was unanimously approved.

7. **Committee Reports**

- a. Benefits Committee – Richard Jordan, Chair, reported that the pension fund was up \$17,677.35 for the month of March 2016 and was up \$8383.48 year-to-date (January 1 through March 31, 2016). The fund balance as of March 31, 2016, was \$424,197.38.
- b. Building and Grounds Committee – Jo Anne Vitiello, Chair, gave the Committee's report. She reported receipt of a second bid from Ludlow to replace the siding on the front of the building. The Director is still searching out shelving and furniture for the Gallery. The two bean bag chairs in the Children's room were replaced. Twenty five folding chairs were purchased from East Hampton Library for the first floor meeting room. They will arrive on April 13, 2016. She reported the roof leak in the local history room will be attended to by Mulligan. The next committee meeting will be on April 20 at 6pm.
- c. Finance Committee – Harry Shields, Chair, reported they have yet to meet. It was suggested to the Committee that Doodle.com could be more useful in finding a date than circulating available dates by e-mail.
- d. Nominating Committee – Cookie Slade, Chair, reported that the Committee has interviewed candidates to fill the remaining term of Alix Ninfo and will be presenting Sara Campbell for consideration. She turned the floor over to the candidate who gave a brief statement about her background and career. Sara grew up in Cutchogue and returned here after getting her education. She is looking to become more active in the community and described herself as a "life long learner." The Nominating Committee also reported they have a slate of candidates for the two Trustee vacancies along with the slate of proposed officers. Both will be presented at the next Board meeting.
- e. Policy Committee – Paula Hepner, Chair, reported that the Committee has met several times to work on revisions to several sections of the Library Operations Handbook many of which will be discussed and voted on under New Business. It is hoped that the remaining revisions to the Operations Handbook can be completed with one or two more meetings.

8. **Old Business**

- a. Siding Quotes – As the Board requested, the Director asked Ludlow to give an estimate for the cost of cleaning and sealing all of the siding and for scraping and redoing the stairs, and that was received. GSM withdrew its proposal because the company is experiencing staff shortages. Dan West looked at the job but said he doesn't have the time. Mulligan assessed the job and has time available to do the work but he recommended redoing the entire building with a new product that looks like cedar shingles but is a plastic substance. Due to the expense of such a project, the Director did not ask him to submit a proposal for that. A fifth contractor was contacted by the Director who never called back. There is still an unresolved issue about whether the new cedar shingles can be sealed immediately or whether some time should be allowed to pass so they can dry thoroughly first. There was also discussion about whether additional bids should be sought prior to contracting with Ludlow. Cookie Slade made a motion to hire Ludlow to remove the existing siding, underlayment and flashings from the west wall, install new flashings and underlayment, and on the west clean, patch, sand, caulk the white window trim, corner boards, frieze boards and apply two coats of paint for a sum not to exceed \$10,500.00. Anne Howard seconded the motion and it was passed unanimously. The Director was asked to inquire about what warranty Ludlow will offer.

- b. Strategic Plan – The Director asked the Board to consider what the next steps should be in developing the plan. In order to move forward, the Director asked the Trustees to arrive at 6:30 p.m. for the Board meeting next month. This additional half hour would be used to discuss an outline for the strategic plan and what needs to be done to get it into a final document. Additionally this time could be used for a discussion of the bid received for the renovations to the upstairs gallery. The Board agreed to this.

9. New Business

- a. Financial Audit – Al Coster, from Baldessari & Coster, LLP, began by reviewing his firm’s letter and opinion that the Library continues to have deficiencies regarding the effectiveness of the Library’s internal controls that rise to the level of a “material weakness.” The deficiencies identified relate to the ability of the Library to “prevent or detect a misstatement of its financial statements and position.” The cause of these deficiencies, set forth in the firm’s letter, are attributable to the inability of the Library to segregate financial duties due to the small size of its staff. The Library will need to discuss what options it has to build in greater safeguards. Al Coster then discussed the findings in his firm’s audited financial report. His independent audit concluded that “the financial statements present in all material respects the financial position of the Library as of 12/31/15.” The designation that the financial statements are “free from material misstatements” is the “best possible report” the Library could receive. Mr. Coster reviewed the assets, liabilities and net position of the Library at year end. He discussed the factors that contributed to the areas where the Library underspent its budget and the areas where the budget was overspent. Mr. Coster then fielded questions from the Trustees regarding the post-employment benefits, the defined benefit plan, ways in which the Library might invest some of its assets and whether hiring a financial planner would be beneficial. Other questions raised for discussion involved the Library’s mortgage and what benefits might be had if the mortgage was paid off.
- b. Library Operations Handbook – Revisions to the following policies were discussed and each was approved by a unanimous vote:
 - i. #5 – Bulletin Board – Harry Shields made a motion to accept the revised policy. Cookie Slade seconded the motion.
 - ii. #10- Interlibrary Loan – Anne Howard made a motion to accept the revised policy. Jo Anne Vitiello seconded the motion.
 - iii. #12- Reconsideration of Library Materials and # 13 – Form for Reconsideration - Cookie Slade made a motion to accept both the revised policy and form. Richard Jordan seconded the motion.
 - iv. #15-17 Computer Policies- During the discussion a question was raised about whether the intention was to restrict use of laptops and tablets to those people with a Cutchogue library card. This was clarified for the Board and a decision was reached to make the language regarding access to laptops and tablets the same as the language for access to the Library’s computers. Harry Shields made a motion to accept the revised policy as amended. JoAnne Vitiello seconded the motion.
 - v. #19- Copyright Protections - Anne Howard made a motion to accept the revised policy. Cookie Slade seconded the motion.
 - vi. #35-36 Maintenance of Public Order – Cookie Slade made a motion to accept the revised policy. Harry Shields seconded the motion.
 - vii. #39-Restrooms - Richard Jordan made a motion to accept the revised policy. Paula Hepner seconded the motion.
- c. Election of New Trustee – After discussion of the proposed candidate, Cookie Slade made a motion to elect Sara Campbell as a Trustee to fulfill the remainder of Alexandra Ninfo’s term which will continue through June 2017. Paula Hepner seconded the motion and it was passed unanimously. The President will contact Sara Campbell to let her know the outcome of the election.

10. Public Expression - There were no items for public expression.

11. **Adjournment** --There being no further business before the Board, a motion to adjourn the meeting was made by Jo Anne Vitiello and seconded by Paula Hepner. The motion was unanimously approved and the meeting was adjourned at 9:15 p.m.

Next Trustee meeting: Monday, May 9, at 6:30pm.

Upcoming Friends of the Library meeting: Monday, May 23, 2016 at 7:00pm.

Respectfully submitted,
Paula J. Hepner, Secretary

Approved on: _____